

Addendum 2
October 11, 2002

Lower Manhattan Development Corporation Request for Qualifications for Housing Study South of Chambers Street (RFQ LMDC-11)

Reminder: The deadline for responses to this RFQ has been extended to Monday, October 21, 2002.

Responses to Questions

Will the Department of Planning make their GIS database available to the selected consultant? If so, what specific data will be available in the GIS format?

The New York City Department of City Planning, as a partner in this study, will make certain data available. The specific data will be discussed once a firm is hired.

Is the study confined to previously-defined areas of interest such as Greenwich Street south of the World Trade Center site and the John/Fulton corridor, or is it to encompass the entire area south of Chambers?

Both. The LMDC has identified these two neighborhoods as priorities, and firms can bid on specific areas. However, LMDC seeks a comprehensive study of the area south of Chambers Street.

Is the World Trade Center site to be included as a possible site for new housing development?

No.

Is a staffing plan required for all firms on the team, and if so, can they be combined, or must they be submitted individually?

A separate staffing plan is required for each firm that is applying.

May each team member submit samples of up to 5 major projects, or is 5 the limit for the entire team?

Each statement of qualification may include samples of up to 5 major projects for the entire team.

My firm is currently under contract to LMDC and the Port Authority for the Lower Manhattan Redevelopment Master Plan. Would this be considered a conflict of interest with the LMDC South of Chambers Street Housing Study RFQ?

No.

Does the "Fee Schedule" in the RFQ mean that you are looking for a fixed fee or just our hourly rate?

Hourly rates must be provided as stipulated in the RFQ. However, firms can propose an overall fee if they choose. It is not required.

Re: Description of organizational structure (RFQ p.4): Should the resumes be counted toward the 10-page limit?

Yes.

Re: Sample of five major projects (RFQ p.4): Please clarify “the amount and the agreed on fee arrangements.” Do you mean the project cost and the professional fee?

Sample projects should include the amount agreed upon at the commencement of the contract, as well as the final cost of completing the work, if different.

Re: Fee schedule (RFQ p.4): Should the fee schedule include a lump sum?

Hourly rates must be provided as stipulated in the RFQ. However, firms can propose an overall fee if they choose. It is not required.

Should the reimbursable expenses be a lump sum?

No. Reimbursables should be either stated as a percentage of total cost, or stated as an estimated monthly average.

Staffing Plan/ Schedule A-1 (RFQ p.8): Should this schedule be attached to the RFQ or separately submitted to the Empire State Development?

This schedule should be included with the Statement of Qualifications sent to LMDC and not submitted to Empire State Development.

Is there any way to find out who has requested the RFQ?

After a consultant(s) is selected and a contract(s) is executed, interested persons may file a Freedom of Information Law request in writing to obtain this information.