

Addendum #1

October 20, 2004

Lower Manhattan Development Corporation

Request for Proposals:

Institutional Planning for the Memorial Center and related aspects of the World Trade Center Memorial and Cultural Program

Acknowledgment of Addendum:

Please acknowledge receipt of this addendum in your proposal.

Questions and Responses

1. Can you describe LMDC's capacity in terms of planning, development and related work on the World Trade Center Memorial and Cultural Program in order to help quantify the level of effort required of the consultant team?

Answer:

As stated in Section II, Anticipated Scope of Services, LMDC needs the services of an institutional planning firm to assist it in its planning efforts for the Memorial Center and related or shared aspects of the World Trade Center Memorial and Cultural Program, which are expected to include the Memorial and visitor services and other potential programmatic elements for the entire site to be housed within the Museum Complex.

LMDC has a staff consisting of planners, architects, project managers, and others all actively engaged in planning, development and related work on the World Trade Center Memorial and Cultural Program. LMDC also has a number of advisory committees that play a key role in the planning process. In addition, LMDC works with a variety of consultants, who in turn hire sub-consultants as needed. Each of the four cultural institutions selected to operate facilities within the two cultural complexes planned for the site are also engaged in their own institutional planning efforts, using their own staff and consultants. More information about LMDC can be found at www.renewnyc.com.

2. The Project Schedule on page 13 suggests that the tasks described in this RFP are to be complete by April 2005. Is that accurate? Will the services to be provided extend beyond April 2005?

Answer:

The tasks described in detail in this RFP represent the tasks anticipated for the initial Planning and Schematic Design Phase, which is anticipated to be completed in April 2005. However, as stated in Section II.D, Project Schedule, LMDC needs the services of an institutional planning firm to assist LMDC in its planning efforts through the following anticipated additional phases lasting through 2009: Operational Planning and Design Completion; Capital Campaign Phase; Implementation Phase; and Construction Phase. As described in Section I.A, the selected firm will be retained initially for a two (2) year term, subject to renewal by LMDC for up to three (3) successive one-year periods.

3. Can you provide some guidance on the scope or scale of work subsequent to April 2005 to assist in developing a realistic budget?

Answer:

Not at this time. Proposers should submit a budget for tasks described for only the initial Planning and Schematic Design Phase.

4. Are fees requested for only the Planning and Schematic Design Phase, and Operational Planning and Design Completion Phase? Do you require full fees with a cap for the other three phases from 2005 to 2009 or an indication of the fees to be detailed later?

Answer:

Proposers should submit a budget for tasks described for only the initial Planning and Schematic Design Phase.

5. Is it a correct reading of page 12, Staffing and Subconsultants to assume that firms need not include curatorial expertise on their teams if they so choose?

Answer:

Yes.

6. Even though LMDC is contracting with an architect, shall we assume that we must include the necessary expertise to address tasks described under Program Development for Memorial Center on page 9?

Answer:

As stated in Section V, Contract Terms and Requirements, 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 proposing to provide. LMDC will review all proposals without prejudice regarding which services are proposed.

7. Is there a preference for supplying our recommended full teams for all five phases or suggestions to be considered in consultation with you?

Answer:

LMDC prefers to consider the full team recommended for the initial Planning and Schematic Design Phase and will consider those recommended for other phases, as may be appropriate.

8. Can a firm choose among the various components and bid only on ones it selects?

Answer:

Yes. 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 proposing to provide. LMDC will review all proposals without prejudice regarding which services are proposed.

9. I am an independent contractor with significant experience relevant to some, but not all of the outlined activities. May I submit as an independent specialist willing to join the team chosen for the larger scope of services?

Answer:

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 proposing to provide. LMDC will review all proposals without prejudice regarding which services are proposed.

10. Likewise, if I submitted as an individual, can I submit as a proposed team member, too?

Answer:

Yes.

11. Considering that the International Freedom Center has a prestigious advisory body including individuals with extensive curatorial and program planning ability, how will the consultant team interact with that group and/or others from the IFC?

Answer:

The International Freedom Center is engaged in its own institutional planning efforts, funded in part by LMDC. The Memorial Center currently has its own Advisory Committee that includes a number of experienced curators and museum professionals. Part of the scope of services set forth in Section II.B.2, requires that the consultant “work with and be responsive to variety of stakeholders, partner institutions, and other consultants, to be determined, through an advisory committee or other forum or means, as determined by LMDC.” LMDC, in its role as manager for all of the various planning and development efforts related to the Memorial and Cultural Program, will act as liaison and help to ensure coordination between the various efforts underway.

12. On page 9, and at other places in the RFP, mention is made of the institutional planning process working “in tandem” with, in this case, the design process for the Memorial Center, and in other cases, with the four selected Cultural Institutions. Is there some way to describe the relationships among and between these entities and the LMDC in order to assist consultants in designing a management structure for this project?

Answer:

As stated in Section II, Anticipated Scope of Services, LMDC needs the services of an institutional planning firm to assist it in its planning efforts for the Memorial Center and related or shared aspects of the World Trade Center Memorial and Cultural Program, which are expected to include the Memorial and visitor services and other potential programmatic elements for the entire site to be housed within the Museum Complex.

LMDC is managing all of the various planning and development efforts related to the Memorial, the Memorial Center, and Cultural Complexes (in this case working with the four selected cultural institutions) on the site.

13. Has an architect been named for the Memorial Center? If not, could you please outline the anticipated schedule for selection and the relationship to the scheduling of the Institutional Planning Services contract?

Answer:

The announcement of an architect for the Memorial Center will be made by early November. Work will commence immediately thereafter.