

Addendum No. 1
July 25, 2003

Greenwich Street South Urban Design Plan RFP

Acknowledgement of the Addendum

Please acknowledge receipt of this addendum in your proposal.

Question #1: Is the separately bound appendix, which includes work samples, intended to be different from the submission?

Answer: The five work samples must be included in your submission, and will count toward the 15-page limit, even if included in a separately bound appendix.

Question #2: Do work samples count toward the 15-page limit?

Answer: Yes.

Question #3: Are teams allowed to submit 5 work samples for each participating firm on their team? Should the work samples be limited to the prime consultant only?

Answer: Work samples are to be limited to five (5) work samples in TOTAL. The work samples must include the primary consultant's work, but may also include any sub-consultant's work at the discretion of the primary consultant.

Question #4: Is a cover letter considered part of the 15-page limit for the RFP?

Answer: A one-page cover letter maybe included and will not be considered part of the 15-page limit.

Question #5: The Mayor's Vision report identifies two cost estimates related to the Greenwich Street South scope of work. May we review copies of the STV estimate for decking over the Brooklyn Battery Tunnel, the Stuyvesant Cove estimate by EDC and any other relevant extant studies performed for the LMDC or the City of New York?

Answer: While LMDC does not require consideration of any estimates or studies for purposes of submitting responses, firms are not precluded from considering information obtained from other sources in preparing their response.

Question #6: The Mayor's Vision report states that 900,000 sf of residential development FAR for Greenwich Square shall be sold for funding. Is this a required program amount for the Greenwich Street South Urban Design Study?

Answer: No. This number was an estimate of the developable space. The goal of this study is to have the selected consultant(s) propose viable options for the study area. These options will be identified based on the results of such consultant's analysis and the guidance of the LMDC and the City. Potential square foot solutions are not to be limited to any pre-determined number.

Question #7: Part 3 of the Scope of Work states that the consultant shall “assess tunnel ventilation issues with a sub-consultant and coordinate with the MTA.” Is this sub-consultant part of the Greenwich Street South urban design team or part of the Traffic Consultant team?

Answer: The intention is that this sub-consultant would be part of the urban design team, and would work closely with both the MTA and the traffic study team.

Question #8: Is ULURP applicable to this project and is ULURP approval included in this scope of work?

Answer: Your fee proposal should not include specific fees relating to regulatory review following the study. The appropriate regulatory review structure for any proposed action and any related work will be determined as the project develops.

Question #9: Is this project being reviewed under SEQRA and/or CEQR?

Answer: Your fee proposal should not include specific fees relating to regulatory review following the study. The appropriate regulatory review structure for any proposed action and any related work will be determined as the project develops.

Question #10: Has the MTA developed security requirements or guidelines regarding tunnel and deck facilities?

Answer: The MTA has not yet developed formal guidelines. These requirements will be discussed in working meetings with the selected consultant(s).

Question #11: Part 1 of the Scope of Work states that remaining Class B, Class C and other office buildings be surveyed for suitability for residential conversion. Is the consultant to provide in-depth analysis of each building documented through owner contact and first-hand inspection? Will the LMDC assist in arranging access to buildings, ownership information, existing building documentation?

Answer: The consultant will be expected to do only enough research and some due diligence to determine floor plate sizes, locations of entries, and other major physical constraints. However, an “in-depth” study will not be expected. To the extent that the LMDC and the City is capable, we will help to provide access, ownership information, and any existing building documentation.

Question #12: What type, and how many, public review sessions will be required for this project – Community Board 1 review, City Planning review, and/or SHPO review? Is the consultant required to develop a public outreach program as part of the scope of work or will it be a part of existing LMDC efforts? What other public sessions regarding Lower Manhattan study areas and World Trade Center plans will the consultant be required to attend?

Answer: In the planning stages, the selected consultant(s) will only be required to attend public outreach sessions that relate directly to this project and/or this project's study area. These public outreach sessions will be part of the existing LMDC outreach effort, and the consultant is not being asked to develop such a program. Outreach events may include presenting to entities like CB1, other neighborhood residents affected by this study, civic organizations, public hearings, etc. For the purposes of the fee proposal, assume that the LMDC and the City will require selected consultant(s) to attend at least one meeting. Any meetings or sessions related to appropriate regulatory review structure for any proposed action and related work will be determined as the project develops.

Question #13: Must all the parking spaces in the Brooklyn Battery Garage be replaced within the study area? Are we to assume that location of this parking area is under the Greenwich Street South consultant's scope of work and not the traffic consultants scope of work?

Answer: All of the parking spaces in the Brooklyn Battery Garage must be replaced, and the preference is to replace them all within, or adjacent to, the study area. Locating new areas for the parking spaces is part of the urban design team's scope of work. Any specific traffic analysis relating to these new areas will be conducted by the traffic consultant.

Question #14: Are existing streetscape design initiatives by the Alliance for Downtown New York (lighting, paving, street furniture) to take precedence within the study area or will new designs developed as part of this study be funded and put in place?

Answer: The selected consultant is to propose streetscape designs that would be appropriate for this redeveloped area, and are not necessarily bound to other existing or proposed elements in other areas of Lower Manhattan.

Question #15: The RFP identifies production of architectural and engineering drawings to demonstrate feasibility of plans for the BBT and the West Street Promenade connection areas. To what level are these drawings to be developed – conceptual alternatives, schematic level? In what format? 24"x 36" bound prints? Are the CADD drawings to be provided in AutoCad format?

Answer: These engineering drawings will be conceptual alternatives, and should be large enough to pin up for working meetings. Eventually these drawings will be bound in some, or all of the deliverable reports, which are specified at a size of 8½"x 11".

Question #16: Are the consultants who participate in the planning study precluded from involvement in further participation in the implementation phase as either consultants or developers?

Answer: No.

Question #17: How does the project relate to the Peterson Littenberg study?

Answer: Peterson Littenberg provided initial investigation of the Greenwich Street South area, and their findings will be provided to the selected consultant(s) for reference purposes. However, the selected consultant(s) will not be obligated to adopt those findings.

Question #18: When including sub-consultants as part of a team, what pieces of the submission requirements (besides fees) are you interested seeing from sub-consultants? Do we need to submit Attachments 1 and 2 for each firm on our team? What about the Conflict of Interest Statements, Workforce Employment Utilization Report, and LMDC Standard Business Background Questionnaire?

Answer: Please submit all information, including Conflict of Interest statements and Attachments 1-3 (Workforce Employment Utilization Reports, MBE/WBE Compliance Reports, and Standard Business Background Questionnaires) for each firm on the team. This information will not count toward the 15-page limit (as stated in the RFP).

Question #19: Are resumes counted toward the page limit? If the proposer represents a team of consultants, can the resumes of key personnel also be bound separately in the appendix and excluded from the page limit?

Answer: The 15-page limit includes resumes of key personnel, as specified in the RFP. Abbreviated resumes that state only the most important elements of each team member are acceptable.

Question #20: Is there a proposed method for the proposed fee? Should it be expressed as a lump sum fee for the entire project, or should it be broken down into parts/phases similar to the structure of the scope of work?

Answer: Any detail that further explains your proposed fee(s) should be included in the fee proposal, such as hourly rates for all employee job titles and estimated hours to be worked by each job title at their specified rate, as noted in the RFP. The delineation of work and cost should be explained specifically, and broken down to directly relate to each of the phases of work. In addition, a total fee for the whole project should be included.