



LMDC
Remember Rebuild Renew

Lower Manhattan Development Corporation
1 Liberty Plaza, 20th Floor
New York, NY 10006

Tel: (212) 962-2300 Fax: (212) 962-2431

**REQUEST FOR QUALIFICATIONS:
CONSULTANT SERVICES TO ASSIST IN FACILITATING,
COORDINATING, AND PLANNING
PUBLIC HEARINGS AND MEETINGS**

LOWER MANHATTAN DEVELOPMENT CORPORATION

*The 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 consultant services
to assist the LMDC to facilitate, coordinate, and plan public hearings and meetings
regarding the redevelopment of the World Trade Center site, including the creation of a
fitting memorial and the revitalization of Lower Manhattan, defined as south of Houston
Street.*

Lower Manhattan Development Corporation

John C. Whitehead, Chairman

Louis R. Tomson, President

September 30, 2002

Deadline for responses: October 25, 2002, 5:00 PM EST

1. GENERAL INFORMATION

The Lower Manhattan Development Corporation (“LMDC”) was created in the aftermath of September 11, 2001 by New York Governor George Pataki and then-Mayor Rudolph Giuliani. The LMDC is a joint state-city corporation whose mission is to oversee and coordinate the revitalization of Lower Manhattan south of Houston Street, the redevelopment of the World Trade Center site, and the creation of a permanent memorial honoring those who were lost on September 11, 2001.

The LMDC works with Governor Pataki, Mayor Michael Bloomberg, and many partners in the private and public sectors, including the Port Authority of New York and New Jersey, to ensure that Lower Manhattan emerges from this tragedy as a vibrant, mixed-use community.

The LMDC is committed to fulfilling its mission through an open, inclusive, and transparent public process. The LMDC consults with a broad spectrum of individuals through its eight advisory councils, representing different stakeholders such as the families of those lost on September 11th, Lower Manhattan business owners, arts, education and cultural groups, finance and professional firms and downtown residents. The general public is also playing a central role in helping to shape the future of Lower Manhattan by participating in public forums such as “Listening to the City,” and public hearings conducted in each of the five boroughs. These meetings ranged in size from 50 to over 1,000. The LMDC is committed to continuing this dialogue with the public as we move forward.

2. SCOPE OF SERVICES

To that end, the LMDC has a need for facilitation, planning, and moderation services for emotionally charged public hearings and meetings of various sizes that will take place in the future. Services to be provided by the consultant(s) will include:

- a) Providing one or more lead moderator to manage LMDC public hearings and meetings;
- b) Recruiting and providing floor facilitators to assist the moderator(s) in conducting LMDC public hearings and meetings;
- c) Assisting the LMDC in the planning, preparation, documentation, design work, and research to identify and set up the venues for LMDC meetings in consultation with LMDC staff;
- d) Providing and/or securing any appropriate and necessary equipment for LMDC public hearings and meetings, including but not limited to video cameras, projectors, screens, microphones, sound and lighting equipment, tables and chairs;
- e) Providing presentation and meeting facilitation services to assist the LMDC Board and Staff in managing meetings of variable sizes; and
- f) Such other services as requested in writing by the LMDC to assist with its public outreach and participation efforts.

While a firm may provide all of these services directly, a firm may also subcontract with other firms or individuals to provide some of these services, subject to LMDC approval of such subcontract arrangement.

The resulting contract(s) will be for a term of one (1) year.

Firms interested in submitting qualifications are requested 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 to all firms that this initial RFQ is sent to.

Firms submitting qualifications should be prepared to provide a straightforward and concise description of their capabilities to satisfy the requirements of the RFQ. Emphasis should be on the responding firm's experience in managing public hearings and meetings and providing services to hold fair, productive and orderly events that capture a wide range of comments, ideas, and concerns from as many citizens as possible at each event. Each copy of the qualifications should be bound in a single volume and include any documentation you may wish to submit. LMDC reserves the right to reject any or all qualifications submitted if such action is deemed to be in the best interest of LMDC.

LMDC assumes no responsibility and no liability for costs incurred by the responding firm(s) prior to the issuance of a contract(s).

If you choose to respond to this RFQ, please prepare twelve (12) copies of your qualifications on no more than sixteen (16) single-sided 8.5" x 11" pages, or eight (8) 8.5" x 11" leaves if double-sided, and deliver them to:

Jennifer Brown
Assistant Vice President for Government Relations and
Community Affairs
Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor
New York, NY 10006

The schedule for this effort is as follows:

- ? September 30 – RFQ issued
- ? October 25 – Responses due
- ? November 4 to 6 – Oral presentations conducted
- ? November 11 – Consultant(s) selected

Questions must be submitted in writing to Jennifer Brown at LMDC by fax 212-962-2431 or by email at Jbrown@empire.state.ny.us **no later than October 11, 2002**. Addendum to this RFQ, including responses to questions, will be posted by October 17, 2002, on the LMDC web site <http://www.renewnyc.com>.

Qualifications must be received no later than 5:00 PM EST, October 25, 2002. Firms submitting a qualification in response to this RFQ may be required to give an oral presentation of their qualification to LMDC. This will provide an opportunity for the firm(s) to clarify or elaborate on the statement of qualifications but will in no way change the original submission. Such a request shall not constitute offer of a contract(s).

3. CRITERIA FOR SELECTION

Each firm is asked to submit documentation that highlights its unique talent and experience in facilitating, planning, and moderating public meetings of large groups, sensitivity to the public, ability to work with emotionally charged discussions of complicated public issues, and breadth of

knowledge about public planning processes. In evaluating submissions pursuant to this request, LMDC will place high value on the following factors, not necessarily listed in order of importance:

1. **Quality of public meeting facilitation and planning** as demonstrated in submitted past work assignments.
2. **Innovative and outstanding experience that demonstrates unique qualifications** to provide moderation consultant services and facilitation of citizen discussion for public hearings and meetings of variable sizes.
3. **Knowledge about the events of September 11, 2001, the role of the LMDC and familiarity with the New York City metropolitan area.**
4. **Anticipated cost of services** based on a flat rate or other appropriate fee structure.

4. STATEMENT OF QUALIFICATIONS

Respondents are asked to provide relevant, concise and compelling information about the following, numbered as they appear below:

1. Experience and Personnel

- ? **A history of the respondent's experience** providing consultant services related to the facilitation of public hearings and meetings, including number of past project assignments, years of operation, range, complexity, size and budgets of public assignments, awards, prizes, citations, etc.
- ? **List of the principals, project manager(s) and professional staff** who would work directly with LMDC, indicating their major projects to date.
- ? **The number of full-time employees in New York State.**

2. Work Samples

- ? **Samples of a minimum of five (5) job assignments** that the respondent has completed in the areas of moderation and public hearing and meeting facilitation in the past five years. Include a description of the program, the nature of the work, the size and complexity of the assignments, as well as the name of the client and/or a contact person who is able to provide a reference and videos of meetings that they have conducted.

3. Contact Information Form (NOTE: does not count toward 16 page limit)

- ? **A separate sheet of paper indicating clearly:**
 - a. Lead firm or individual name;
 - b. Contact person(s);
 - c. License or certification information, if any, and educational background of lead firm principal or individual and key project managers;
 - d. Telephone and fax numbers;
 - e. E-mail address;
 - f. Street address of lead firm or individual;
 - g. Year firm or individual practice established;

- h. Indicate if New York State certified Minority or Women-owned Business Enterprise (M/WBE);
- i. Indicate any firm specialty in conducting particular types of meetings and note the size of firm;
- j. The lead firm or individual who is to sign and date this form.

4. Fees and Costs

NOTE: The fee structure must be submitted in a separate clearly marked sealed envelope. The fees will not be opened until all qualifications have been initially evaluated. Although proposed fees will be taken into account, LMDC reserves the right to negotiate a lower or different fee structure with any firm that is selected. Please detail:

- ? The standard rate of each principal and staff member to be assigned to the project or whose job category may be required, and the rate you propose to charge.
- ? A schedule of all types of reimbursable expenses you anticipate and the rate of each including but not limited to travel and lodging.
- ? Any reduced fees charged other municipalities, economic development or nonprofit organizations, and governmental entities.
- ? Whether you would be willing to agree to a cap on fees.
- ? Any other fees or charges.

5. Conflicts of Interest (NOTE: does not count toward 16 page limit)

- ? **Please submit a statement describing any potential conflict of interest** or appearance of impropriety, relating to other clients of the respondent, or officers, directors, and employees of LMDC, the Empire State Development Corporation (“ESDC”) or the Port Authority of New York and New Jersey (“PANYNJ”) that would be created by providing services to LMDC.
- ? **Please indicate what procedures** will be followed to detect and notify LMDC of, and to resolve any conflicts of interest.
- ? **Indicate any pending litigation** and/or regulatory action by any local, state, or federal oversight body or entity that could have an adverse material impact on the respondent’s ability to contract with LMDC.

5. CONTRACT TERMS AND REQUIREMENTS

The contents of the statement of qualifications prepared by the successful firms, with any amendments approved by LMDC, will become a part of the contract(s) awarded as a result of these specifications. The terms outlined should be considered all inclusive. The successful firms will be required to:

1. **Work with LMDC staff and others that LMDC deems necessary** as consultants on an as needed basis to provide moderation and public hearing and meeting facilitation services to LMDC in connection with LMDC public outreach initiatives.
2. **Grant LMDC unrestricted use of all services provided** as a result of this agreement.
3. **Maintain accurate accounting records** and other evidence pertaining to costs incurred in providing services and to make such records available to LMDC at LMDC’s request and at all reasonable times during the contract period and for five (5) years after the date of the final payment to the firm(s) under the contract(s).

4. **Refrain from assigning, transferring, conveying, subletting or otherwise disposing** of the contract(s) 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.
5. **Assume sole responsibility for the complete effort** as may be required by the LMDC, and be the sole point of contact with regard to contractual matters.

LMDC reserves the right to terminate any contract(s) entered into as a result of this RFQ at any time, provided that written notice has been given to the firm(s) at least thirty (30) days prior to such proposed termination date.

6. MISCELLANEOUS CONDITIONS

The issuance of this RFQ and the submission of a response by any proposing firm(s) or the acceptance of such response by LMDC do not obligate LMDC in any manner. Legal obligations will only arise on the execution of a formal contract(s) by LMDC and the firm(s) selected by LMDC.

LMDC reserves the right (i) to amend, modify, or withdraw this RFQ, (ii) to revise any requirements of this RFQ, (iii) to require supplemental statements or information from any firm, (iv) to accept or reject any or all responses hereto, (v) to extend the deadline for submission of responses thereto, (vi) to negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) to 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. Responses to this RFQ will be prepared at the sole cost and expense of the proposing firm(s).

It is the policy of the State of New York and the LMDC to comply with all federal, state and local laws, policy, 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 New York State Business Enterprises, 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 the Empire State Development Corporation (ESDC). Accordingly, ESDC's non-discrimination and affirmative action policy will apply to this initiative. The selected consultant(s) shall be required to use its best efforts to achieve American M/WBE participation of not less than 20% of the total dollar value of the contract. A copy each respondent's equal employment opportunity policy statement and Staffing Plan (Schedule A-1) of the anticipated workforce to be utilized on the contract, shall be included as part of the response to any RFQ. The ESDC Affirmative Action Unit (AAU) is available to assist you in identifying New York State certified M/WBEs 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.

SCHEDULE A-1

STAFFING PLAN

Project/RFQ Title _____ Location of Contract _____ County _____
 Contractor/Firm Name _____ Address _____ City _____
 Check applicable categories: (1) Staff Estimates include: () Contract/Project Staff () Total Workforce
 (2) Type of Contract: () Construction Consultants () Commodities

TOTAL ANTICIPATED WORK FORCE

Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American Alaskan Native		To Minor
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials/Admin.											
Professionals											
Technicians											
Sales Workers											
Office & Clerical											
Craft Workers											
Operatives											
Laborers											
Service Workers											
TOTALS											

CERTIFICATION:

I, _____ (Print Name), the _____ (Title),
 Plan and (ii) to the best of my knowledge, information and belief the information herein is complete and accurate.

Signature _____ Date _____ Telephone Number _____

Forward to:

Empire State Development
 Affirmative Action Unit - Laverne Poole
 633 Third Avenue
 New York, NY 10017

Office: (212) 803-3224

Fax: (212) 803-3223

CONTRACTORS STAFFING PLAN
Instructions for Completion

PURPOSE:

The Contractors Staffing Plan is prepared by all contractors providing good, products and merchandise, or services (skilled and non-skilled) or professional consulting services (inclusive of professional construction consultant services) to a state agency. The plan is required prior to the award of a contract and contains the anticipated staff assignments during the contract. **In instances where that cannot be identified, the contractor may identify the total work force of the company.** The form will be reviewed by state agencies for the purposes of equal employment opportunity requirements.

GENERAL INFORMATION:

1. **Project/RFQ Title:** describe the project for which you are competing as indicated on the RFQ document.
2. **Location of Contract:** the company's location and postal zip code.
3. **Contractor/Firm Name:** the company that will be providing the workforce. Include *address* with city name, state and zip code.
4. **Check applicable categories:**
 - (1) *Staff Estimated include: Contract/Project Staff* (check in cases where the workers to be assigned can be determined, **Total Work Force** (check in the event the contract work force cannot yet be determined, **Subcontractors** (check if the work force for the project is that of a subcontractor).
 - (2) *Type of Contract: Construction Consultants, Commodities, Services/Consultants* (check appropriate box).

TOTAL ANTICIPATED WORK FORCE:

1. **Federal Occupational Category:** The contractor's work force is broken down and reported by the nine Federal Occupational Categories (FOC's) consistent with the Federal government's EEO-1 categories for the private sector labor force. The categories are general in nature, and include all related occupational job titles. The contracting agency can provide assistance in categorizing specific jobs.
2. **Total Number of Employees:** Record the total number of all persons employed in each FOC regardless of ethnicity (either to be assigned to the contract/project staff OR in the company's total work force, as indicated by the categories selected in number 4 (1) Staff Estimated, of the General Information. Report the number of male employees in column (1), and the total number of female employees in column (2) for each FOC. In columns (3) through (10), report the number of male and female *minority* group member, based on the following defined groups:

Black (not of Hispanic origin): all persons having origins in any of the Black African racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American or either Indian or Hispanic origin, regardless of race.

Asian or Pacific Islander: all persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.

Native American or Alaskan Native: all persons having origins in any of the original peoples of North America.

TOTAL PERCENT MINORITY:

Add all minority group members (male and female) columns (3) through (10), divide by the total numbers of all employees in that FOC (columns 1 + 2). Post the percentage result for that FOC. [Total number of minority employees (columns 3 thru 10) / Total number of employees (columns 1 and 2)].

TOTAL PERCENT FEMALE:

Divide the number of female employees (column 2) in the FOC, by the total number of both Male and Female (column 1 + 2). Post the percentage result for that FOC. [Total female employees (column 2) / Total number of employees (columns 1 and 2)].

TOTALS:

To compute the column totals, add vertically. *Total Percent Minority Employees and Total Percent Female Employees* should be calculated as shown above, using the summed column totals.

The Contractors Staffing Plan is to be completed by the prime contractor and signed and dated by an authorized representative before submission. The *Company Official's Name, Title, Telephone Number, Signature and Date* signed should be provided where indicated on the form.