

**Addendum No. 2**

**June 5, 2008**

**Lower Manhattan Development Corporation Request for Qualifications for Urban Planning Services Outside the World Trade Center Site (LMDC-62)**

**Acknowledgement of the Addendum**

Please acknowledge receipt of this Addendum in your proposal submission.

**Responses to Questions**

**Question 1** – Does a team need to include 10 percent minority subcontractors and 10 percent WBE subcontractors in order to be considered?

*Answer:*

*As noted in the Section VI.C of the RFQ, LMDC has established an overall 20% M/WBE participation goal. The 20% M/WBE participation goal can be accomplished through work by either certified MBEs or WBEs or both. Satisfaction of the M/WBE goal is among the selection criteria noted in Section IV of the RFQ.*

**Question 2** – If an M/WBE certified firm serves as the prime consultant for the LMDC Urban Planning Services contract, is the M/WBE goal thus satisfied, or must the participation goal be satisfied by subconsultants only?

*Answer:*

*The 20% M/WBE participation goal may be satisfied by appropriately certified M/WBE primes and subcontractors. If you are in the process of seeking certification, you will also satisfy the requirement if the certification is granted by Empire State Development Corporation during the term of any contract with LMDC.*

**Question 3** –In Section I.B the RFQ notes that copies are to be bound in single volume. In Section III.A.3 the RFQ notes work samples to be bound in separately in an appendix. Please confirm which is correct? Can the “work samples” be bound in a separate volume – separate from the “twelve (12) one-sided pages”?

*Answer:*

*A RFQ response should be made up of two (2) separate bound documents: the first containing your statement of qualifications (limited to twelve (12) one-sided pages, except as otherwise noted); the second containing your work samples. In your statement of qualifications you should identify the major projects relevant to the RFQ including those for which you are submitting a work sample and, as noted in Section III.A.3 second sentence, should, “Include the client, the name of a contact person who is able to provide a reference, a descriptions of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.” Work samples are samples of work from up to five projects as noted in Section II.A.3, first sentence. You must provide six (6) copies of these separately bound documents.*

**Question 4** – Many of our urban planning projects are large – they would best seen in 11 x 17 horizontal format – can we present our work samples in that format in a separate volume to the “12 pages”?

*Answer:*

*Yes*

**Question 5** – In the last line in Section II of the RFQ it states, “All information and documents described in subsections A through D above must be included or addressed in the submission.” Do you also mean E (Nondiscrimination Policy)?

*Answer:*

*Yes, this last line should read as follows, “All information and documents described in subsections A through E above must be included or addressed in the submission.”*

**Question 6** – Is LMDC looking to have all four services identified on page 3 of the RFP provided by a pre-assembled team (or one firm)? Or, can a firm submit its qualifications for one or more services with the intention of teaming with other members of the pre-qualified pool of firms for future assignments to provide the specific services needed for that particular assignment?

*Answer:*

*As stated in Section III of the RFQ, LMDC has no preference that all services be provided by the same firm. A firm can and should apply for any and all services they are able to perform within the stated scope of the RFQ. The RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question 7** – If LMDC is allowing pre-assembled teams for this RFP submission, would that team be kept whole or would LMDC piece it apart at will?

*Answer:*

*While LMDC allows for pre-assembled teams for this submission, as stated in the RFQ Section III, “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.” LMDC will consider all timely and complete submissions by a responding firm, but may not ultimately accept or approve all other team members or proposed subcontractors. As noted in Attachment 4 (Schedule A) setting forth LMDC’s standard contract terms and conditions, LMDC prior review and approval is required for all work proposed to be performed by subcontractors.*

**Question 8** – If we choose to pre-assemble a team, are we limited to 12 one-sided pages for both firms? Or, can we submit 12 one-sided pages for each firm?

*Answer:*

*The Statement of Qualifications for the response to the RFQ is limited to 12-pages, regardless of the number of firms on the team.*

**Question 9** – I gather you are soliciting qualifications from a range of types of firms to assist you at some point in the future with planning and other services. Thus, a small firm such as mine does not have to be part of a larger team at this point. Is that correct?

*Answer:*  
*Yes.*

**Question 10** – Will a cover letter and table of contents be counted among the 12-page limit, or only information contained in Sections A and B?

*Answer:*  
*The cover sheet and a table of contents do not count towards your 12-page limit. The 12-page limit submittal applies to all information required by Section III.A and III.B of the RFQ*

**Question 11** – Do you want the contact sheet at the beginning of the document (before A) or where it currently stands as C (after fees)?

*Answer:*  
*The cover sheet should be placed at the beginning of your response (note that the cover sheet does not count towards your 12-page limit).*

**Question 12** – Does the LMDC anticipate a potential need for economic development and/or real estate advisory services in connection with any projects it may undertake using this on-call contract?

*Answer:*  
*Section II of the RFQ establishes the scope of services that may be required by LMDC from selected firm(s) in the future.*

**Question 13** – Is Attachment 5 to be completed at this stage submitted with the response to the RFQ or upon award of contract?

*Answer:*  
*Attachment 5, along with all other required attachments, must be completed as part of your submission.*

**Question 14** - Are the forms in "Attachments 1, 2, 3 and 5" to be completed only by the "Lead Firm" or by the entire proposed team (meaning the lead firm and all subconsultants)?

*Answer:*  
*All required attachments must be completed by all firm(s) that seek to work on the projects that are associated with this RFQ.*

**Question 15** – Do you prefer spiral binding or 3-ring binders?

*Answer:*

*LMDC has no preference as to the type of binding.*

**Question 16** – Could you provide more specifics on the planning issues the LMDC foresees arising over the course of the contract (the next 3 years) and whether there are any immediate services needed?

*Answer:*

*See Section II of the RFQ for a general description of the types of projects. More specific information will be provided to the firm(s) as determined by LMDC.*

**Question 17** – Please clarify whether or not detailed resumes can be provided as part of the appendix, rather than in the 12-page limit.

*Answer:*

*All resumes are to be a part of the 12-page statement of qualifications submittal.*