

Addendum #1
March 16, 2004
Lower Manhattan Development Corporation
Request for Proposals
World Trade Center Site Memorial Associate Architect

Acknowledgement of Addendum:

Please acknowledge receipt of this addendum in your proposal.

Responses to Questions:

Submission Process and Requirements

Question # 1

Page 9, item number 4 states that the “Associate Architect will not include any subconsultants in their proposal”. Will LMDC consider architectural firms in association or in joint venture as being responsive?

Answer:

Architectural firms that have formed a joint venture in the past and have an established track record as a joint venture may propose for this project. Newly formed joint ventures or “architectural firms in association” will not be considered.

Question # 2

Will there be more than one Associate Architect?

Answer:

No.

Question # 3

Is the term *Associate Architect* to be taken literally or is it conceivable that the lead could be a *Landscape Architect* with full capabilities to complete the work included in the scope?

Answer:

The Associate Architect must be an Architectural Firm and include a Registered Architect licensed in New York State.

Question # 4

What are the dates of the interviews for firms selected to be interviewed?

How much notice (time) will firms be given between when they are notified that they have been selected for an interview and when they will be interviewed?

Answer:

The interviews (oral presentations) are scheduled for March 29-31, 2004.

LMDC asks that firms submitting proposals be prepared to come in for interviews from March 29-31, 2004. Firms may be notified by LMDC as late as 5 PM on March 26, 2004.

Question # 5

In view of the fact that you said there would be limited time for the announcement of a shortlist, do you have any sense of how much time will be given for that oral presentation and how many firms you are looking to shortlist?

Answer:

LMDC has not established a predetermined number of firms that may be included on a shortlist. LMDC anticipates a 20-40 minute presentation by each firm with an additional period of 20-40 minutes for questions and answers.

Question # 6

Besides the five (5) projects requested (major projects), are we allowed to represent other projects in images and verbiage (beyond the 20 pages of the required response to the RFP) that will help to demonstrate our credentials for the role of Associate Architect?

Answer:

Proposers may include more than five (5) projects. However, they must be included within the 20 page limit.

Question # 7

In addition to the required 20 pages of response to the RFP, is there any limit to the written/graphic additional response to demonstrate our firm's abilities to perform as Associate Architects on this very important project?

Answer:

Per III of the RFP, "please limit your submission to twenty (20) one-sided pages, not including work samples, which must be included in the same single volume."

Question # 8

In section III, Submission Requirements, it states that the twenty (20) page maximum does not include "work samples". Do the five (5) projects referred to in section III.A.4 as well as any additional project information count towards the twenty (20) page limitation?

Answer:

Yes, per III.A. of the RFP, the list of five (5) projects including the information listed in III.A.4. of the RFP is included within the twenty (20) page limitation. "Work samples" are not included within the twenty (20) page limitation such as drawings, etc. Resumes of staff are also not required to be included in the twenty (20) page limitation.

Question # 9

Is it possible to get all of the forms in an electronic format?

Answer:

No.

Question # 10

Do we need to submit twelve (12) copies of the fee proposal as well as the technical proposal?

Answer:

Yes. The fee proposal must be submitted in a separate, clearly marked, sealed envelope.

Question # 11

Should we submit our fee proposal as a percent of the construction cost? Same with reimbursable expenses?

Answer:

Please provide hourly rates only.

Question # 12

What does “any documentation you may wish to submit include” (page 6) mean- is that in connection with the fee proposal or proposal?

Answer:

Per III. of the RFP, the reference is in connection with the Proposal, not the Fee Proposal.

Question # 13

(i) Are attachments 1-3 to be bound into the proposal? (ii) If not, can they be bound in an appendix? (iii) If so, how many copies are required?

Answer:

- (i) Attachments 1-3 do not have to be bound in proposal.**
- (ii) They can be bound as an appendix.**
- (iii) One (1) copy is required.**

Question # 14

Can we assume when you state on page 11, number 6 “References from subconsultants and contractors” that it means the names and phone numbers of firms or does it mean actual letters of recommendation?

Answer:

Provide the names of contacts and phone numbers. Letters of recommendation are not required.

Subconsultants

Question # 15

Will the process of selection for subcontractors/ subconsultants be similar to the format of the RFP for the Associate Architect?

Answer:

Per II.B.5 of the RFP, “all subconsultants will be hired through a quality-based competitive process managed by the Associate Architect. ... The Design Team will provide input into the selection of all subconsultants. All subconsultant contracts shall be subject to the prior written approval by LMDC.” The process utilized by the Associate Architect may be similar in format to the RFP for the Associate Architect; however, the Associate Architect may propose alternative formats that meet the requirements of a “quality-based competitive process.”

Question # 16

How will M/WBE (minority and women-owned business enterprises) firms become eligible to bid on this work if they do not submit a proposal for the Associate Architect RFP?

Answer:

Per VI.C. of the RFP, “LMDC has established a 20% M/WBE participation goal for its entire redevelopment project.” If the chosen Associate Architect is not an M/WBE firm certified by the State of New York, the Associate Architect will be “required to use best efforts to provide for the meaningful participation of United States M/WBE’s, Minority Group Members, and women in the execution of this contract.”

M/WBE firms can learn about subconsultant opportunities with the Associate Architect through two ways:

- i) Firms should contact David Ridley at LMDC (dridley@RenewNYC.com) to be added to LMDC’s M/WBE, *Opportunity Downtown* contact list. Firms on this list will receive regular updates on contracting opportunities with LMDC including subconsulting opportunities with the Associate Architect.**
- ii) Firms who attended the pre-proposal conference and provided an e-mail address on the sign-in sheet and firms that respond to the Associate Architect RFP will be notified when the Associate Architect contract is awarded. Firms may contact the Associate Architect directly to learn about subconsulting opportunities.**

Question # 17

Our firm has services that could be applicable to the subsequent subconsultant selection. How can we place our name and qualifications into the subconsultant selection process for consideration?

Answer:

Firms who attended the pre-proposal conference and provided an e-mail address on the sign-in sheet and firms that respond to the Associate Architect RFP will be notified when the Associate Architect contract is awarded. Firms may contact the Associate Architect directly to learn about subconsulting opportunities.

Question # 18

Will you distribute or post a list of attendees to the pre-bid conference for the purpose of informing subconsultants of who may be pursuing this work?

Answer:

No. However, the selected firm will be announced on LMDC's website www.RenewNYC.com.

Question # 19

When will subconsultant contracts be awarded?

Answer:

Per I.I.C. of the RFP, the anticipated project schedule includes a date of May 15, 2004 for completion of selection of the subconsultants. LMDC, the Associate Architect, and the Design Team will work together to determine a schedule for issuance and award of the various subconsultant contracts.

Question # 20

It states on page 9, that subconsultants are not to be identified in the proposal; however in order to complete Attachment 2 / MWBE Compliance Report, names of subconsultants are required. Please clarify.

Answer:

Since proposed subconsultants will not be included as part of the Proposal, in Attachment 2 / MWBE Compliance Report, names of subconsultants are not required.

Question # 21

Attachment 2 also requires contract amounts to be paid to the minority subconsultants. How can we put in a contract amount if we haven't developed a fee?

Answer:

For Attachment 2, contract amounts for subconsultants are not required at this time.

Anticipated Scope of Services – Purpose and Project Area

Question # 22

To what degree will the Associate Architect have a role in the master site planning, or the more detailed planning of the interpretive center?

Can you define?

- (i) Actual limits of the Associate Architect's work in plan and section?
- (ii) Do the limits include the Memorial Center?
- (iii) Where do the limits interface with Port Authority work?

Answer:

Per II. of the RFP, the Associate Architect will provide “architectural services in connection with the World Trade Center Site Memorial.” The World Trade Center Site Memorial does not include the PATH Terminal, the Memorial Center, the cultural buildings, or the area south of Liberty Street. At different elevations, the boundaries of the World Trade Center Site Memorial will vary. The exact boundaries of responsibility will be delineated during contract negotiations.

The Associate Architect will be part of a larger team that is responsible for the rebuilding of the World Trade Center Site and the Lower Manhattan area as a whole. This team includes: the master planner for the World Trade Center Site, Studio Daniel Libeskind, L.L.C.; the agencies responsible for the rebuilding including the Port Authority of New York and New Jersey and New York State Department of Transportation; Silverstein Properties; and other architectural, engineering, and construction management firms hired by these entities. All communication with these other firms and entities will be coordinated through the Lower Manhattan Development Corporation, as the client.

Question # 23

What is the schedule for final decisions to be made with other entities on space allocation and boundaries between various underground functions such as vehicle ramps and mechanical spaces, which are under the control of Silverstein, Port Authority, etc.?

Answer:

These decisions are on-going. The time frame for required decisions will be incorporated into the schedule with the Associate Architect.

Question # 24

The underground plans shown at the presentation seem to show vertical and horizontal overlap of the memorial with various functions unrelated to the memorial, like PATH, underground building service and parking structures, etc. (i) How is this to be worked out in terms of structural engineering? Are these to be separate structural systems for each of these, with defined boundaries between separate but adjacent underground buildings, or will there be some overall unifying structural system for all the underground construction filling the bathtub? (ii) If so, who defines or designs this?

Answer:

The exact boundaries and requirements for the Associate Architect will be delineated during contract negotiations, including the requirements for structural engineering.

Scope of Project

Question # 25

What are the insurance requirements for the Associate Architect on the project?

- (i) Professional liability
- (ii) Excess liability

Answer:

See Attachment 4, Schedule 1, Article VII, of the RFP for insurance requirements. The insurance requirements for professional liability and excess liability, to be satisfied by the Associate Architect, will be determined by LMDC at a later time.

Question # 26

How will the contract spell out the role of the Design Team and the Associate Architect on decisions? For example, the Design Team might have final say on aesthetics while the Associate Architect has final word on safety, performance, and code issues. What are their respective roles on questions of controlling costs and making changes to the design in order to meet budgets?

Answer:

Per II.B. of the RFP, throughout the project, “within parameters determined by the Client, the Design Team will approve ... (documents) produced by the Associate Architect to ensure that they meet the design intent.” The contract negotiated with the Associate Architect will further define the respective roles and responsibilities for review and approval at various stages. LMDC envisions creating a matrix of responsibilities to define the various roles and responsibilities.

Question # 27

The RFP says the Landscape Architect will provide complete landscape services and be “Landscape Architect of Record”. (i) What does this mean for an underground project? (ii) Are drawings for ground level landscape features such as paving or planting pits signed and sealed by the Landscape Architect, separately from the drawings of underground construction signed and sealed by the Associate architect?

Answer:

This will be delineated during contract negotiations.

Question # 28

Is there an estimated project cost and construction cost for the World Trade Center Site Memorial?

Answer:

For purposes of this RFP, responding firms should assume that the construction cost for the World Trade Center Site Memorial will be in the range of \$175 - \$250 million.

Question # 29

Do you foresee a requirement for food service design?

Answer:

Not at this time.