

## **Addendum #1**

November 18, 2004

Lower Manhattan Development Corporation

### **Request for Qualifications: Environmental Testing and Consulting Services**

#### **Acknowledgment of Addendum:**

Please acknowledge receipt of this addendum in your proposal.

#### **Questions and Responses**

1. *Resumes for the firm's principals, project managers, and professional staff are requested within the 10-page limit for Section A. Can long-form resumes be included in an appendix or are you looking for concise resumes for key staff members only.*

Answer: A short resume summary of key staff proposed to work with LMDC should be included in the 10-page proposal. Long-form resumes of key staff members only may be included in the appendix and not count toward the 10-page proposal limit.

2. *The RFQ mentions a 20% minority goal for the entire corporation. Could you please clarify the actual percentage breakdown for M/WBEs and DBE goals?*

Answer: The MWBE total goal is 20% with no specific breakdown between minority and women businesses. Please also refer to the following link on LMDC's website for more information on MWBEs/DBEs in New York State:

[http://www.renewnyc.com/Participate/mbwe\\_default.asp](http://www.renewnyc.com/Participate/mbwe_default.asp)

3. *Which, if any, of the five attachments are we required to submit?*

Answer: Firms should submit all of the attachments to be considered for selection. Failure to submit attachments may be grounds for disqualification.

4. *What is the anticipated dollar value or volume of the services to be performed? (This information is needed in order to determine the amount contracted to MBE/WBE (Attachment 2) and the anticipated workforce for the Employee Utilization Report (Attachment 1)).*

Answer: LMDC does not know the dollar value of the entire scope of services projected for this RFQ, but will be developing specific scopes of work for individual projects as the need arises over the next few years. LMDC has an immediate need for air monitoring and analysis services as detailed in Section II A and II B. This will likely entail, at a minimum, sampling for the parameters listed at 4-8 monitoring locations for the next 1 – 1 ½ years.

5. *Regarding the sample reports to be submitted -- is it acceptable to submit redacted report text (to maintain client confidentiality) and selected appendices (drawings, figures, etc.) in lieu of complete reports that may contain lengthy attachments, such as analytical data? Can the reports be submitted on CD?*

Answer: Redacted reports are acceptable, as are reports on CD in PDF format.

6. *Please define what is meant by a "fee cap" (page 4, B1) with respect to the rates requested. Is the "fee cap" in reference to unit costs or is it to be interpreted as a "not-to-exceed" for the project?*

Answer: Projects anticipated under this RFQ will have different fee structures. "Fee cap" refers to either fixed rates for unit costs, or to lump sum agreements, depending on the type of project.

7. *Only normal hourly rates are requested. Should rate information also be included for weekend, overtime or other off-hours work.*

Answer: Consultants should propose a single rate for all work, but may in addition propose an alternative rate structure if it is beneficial.

8. *In the "unit cost matrix" that is requested on page 5 for target parameters analyses, what type of analyses turnaround times will be required for pricing? Can estimated sample volumes and frequencies of analyses be supplied? What analytical protocol is being used by LMDC for the SEM analyses (note: rates may differ depending on type of SEM that has to be used)?*

Answer: In the unit cost matrix, firms should indicate turnaround time pricing structure. LMDC would like unit prices for the fastest turnaround time feasible, as well as any other turnaround times a firm would like to propose. LMDC also recognizes that prices for SEM analysis in particular will vary depending on the analytical protocols used and time spent on sample analysis, so will accept a range of prices for this method. A cost per hour of SEM analysis, for example, may be the only appropriate measure at this time.

9. *Can you clarify what is meant by "real-time ambient air monitoring stations"? Does this suggest that direct/instantaneous read instruments shall be used?*

Answer: Yes.

**10. Please explain what is meant by "...interpret and service the network..." (first paragraph, page 3).**

Answer: LMDC anticipates that it will be necessary for a trained technical staff person to observe via computer network a set of linked monitoring stations, to change sampling cassettes, to fix stalled monitors when necessary, etc., in connection with work that will be done at 130 Liberty Street. Future projects may have different monitoring requirements.

**11. Is LMDC proposing to monitor the ambient air at all locations for all parameters listed in the RFQ?**

Answer: It is likely, but detailed air monitoring and sampling plans will be developed for LMDC projects with input from regulators and community stakeholders. The plans will address specific sampling parameters at that time.

**12. LMDC would be much better served if they detailed the actual methods of all samples to be collected and the analytical methodology of analyses required.**

Answer: As stated above in Answer #11, detailed air monitoring and sampling plans will be developed with input from government regulators and community stakeholders. LMDC has a general idea of the parameters for consideration, and is seeking a broad representation of collection and analysis methods for these parameters. As such, it would be appropriate for firms to provide a matrix of unit prices for different types of sampling methods, analysis methods, and laboratory turnaround times.

**13. Is there any requirement for providing safety and OSHA compliance on this project?**

Answer: Yes. A Health and Safety Plan will be in place at the site.

**14. Would you be able to provide the list of prime consultants working on LMDC projects and/or those who have received the RFQ? We would like the list of the potential Primes to be able to make a meaningful attempt to get on this project.**

Answer: LMDC recommends prime contractors use the ESD's MWBE database at <http://205.232.252.35> to obtain a list of potential MWBE firms that specialize in environmental services. LMDC will not have an opportunity to provide a list of prime consultants for this RFQ, and suggests contacting firms directly ahead of time to discuss teaming opportunities.