

**Addendum No. 1**  
**September 5, 2003**

**Lower Manhattan Development Corporation**  
**Request for Qualifications for Cost Estimating and Pre-Construction Services**

**Acknowledgement of the Addendum**

**Please acknowledge receipt of this addendum in your proposal submission.**

**Question #1:** I'd like to know if you will be creating a separate pool of qualified firms for cost estimating from the pool of firms who provide pre-construction services.

***Answer:***

*LMDC is seeking firms that are qualified in either or both disciplines. At the current time, no decision has been made regarding whether two separate pools will be created.*

**Question #2:** Please describe the characteristics of the firm you are seeking in terms of number of employees locally and nationally, annual revenue, knowledge skills, years of experience, depth of organization, etc.

***Answer:***

*LMDC is seeking the most qualified firms, based on the characteristics listed in the RFQ.*

**Question #3:** Regarding the referenced RFQ, is it possible for a WBE firm to participate both as prime consultant, either alone or in a JV, and also as a subconsultant to others?

***Answer:***

*Yes, and the RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question #4:** In reference to the above mentioned RFQ, in your questionnaire you are asking if the company has a bonding capacity. We are Construction Management Company and we don't have bonding. Can we still be considered or not?

***Answer:***

*Bonding capabilities are not required for submitting firms. Any firm whose statement of qualifications meets the RFQ's submission requirements (including a completed Standard Background Questionnaire) will be considered.*

**Question #5:** Is A.3 supposed to be included as Volume 2?

***Answer:***

*The submission should include two volumes. The first is the Statement of Qualifications. The second should consist of one or more detailed work samples.*

*Section III.A.3 of the RFQ is hereby revised to read in its entirety as follows:*

*Descriptions of up to five (5) major projects that the firm has completed in the areas of cost estimating and/or pre-construction services. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, the specific services provided by the firm (if part of a team), and the amount and the agreed fee arrangements. This is part of the Statement of Qualifications.*

*In addition, firms are encouraged to submit, as a separate volume, detailed work samples of one or more projects.*

**Question #6:** Should the additional company information be included in Volume 1 or Volume 2?

**Answer:**

*Volume 1. Volume 2 is work sample(s) only.*

**Question #7:** Our firm has been certified as a WBE. If we are the priming firm, do we need to include another WBE or MBE to satisfy this goal?

**Answer:**

*LMDC recognizes the New York State certification of Minority and Women Business enterprises as defined by the Empire State Development Corporation. If the prime firm is a certified M/WBE by the state, it is under no obligation to use other WBE or MBE firms as long as they satisfy the RFQ's stated goal that 20% of the entire contract dollars be applied to M/WBE firms.*

**Question #8:** [The respondent] is a WBE certified firm providing cost estimating services. We are planning to team our services with few large firms on a subconsulting basis, but we would also like to participate as a stand alone firm to reply to the RFQ. Would that be a conflict in offering of the services if we go both ways?

**Answer:**

*No, it would not be a conflict. The RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question #9:** Is there a way to download the attachments #1, #2 & #3, so we can input information directly into the form?

**Answer:**

*No, it is not possible to put information into the form directly. Rather, you must download the forms and then fill them out.*

**Question #10:** Does the Fees portion of the Submission count towards the 12 page limit?

**Answer:**

*No.*

**Question #11:** Will it be acceptable to LMDC for a firm to submit as a prime on one team as well as a sub on other teams?

**Answer:**

*Yes, and the RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*