

**Addendum No. 1**  
**July 25, 2003**

**Greenwich Street South Traffic Study RFP**

**Acknowledgement of the Addendum**

Please acknowledge receipt of this addendum in your proposal

**Question #1:** Regarding the page count, does it include all resumes, cover letter, fee proposal (which is bound separately)?

**Answer:** **The 15-page limit includes resumes of key personnel, as specified in the RFP. Abbreviated resumes that state only the most important elements of each team member are acceptable. The 15-page limit does not include a one-page cover letter or the fee proposal (which must be submitted in a separate, clearly marked, sealed envelope).**

**Question #2:** The RFP refers to “Samples of up to five (5) major projects that the firm has completed in the past 10 years...” Is current work acceptable?

**Answer:** **Yes, current work samples are acceptable, as long as they are substantially complete.**

**Question #3:** Regarding the work samples. Are they to be counted in the 15-page count, even though they are to “be included in a separate, bound, appendix?”

**Answer:** **Yes.**

**Question #4:** In reference to page 6, section III of the Greenwich Street South RFP (“Submission Requirements”), under item 2 in section A (“Experience, Structure, and Personnel),” is the RFP asking us to provide a total of five (5) project samples for the entire team, or may we submit five project samples for each firm (i.e. each sub-consultant)?

**Answer:** **Work samples are to be limited to five (5) work samples in TOTAL. The work samples must include the primary consultant’s work, but may also include any sub-consultant’s work at the discretion of the primary consultant.**

**Question #5:** Where should the forms be placed? Do they count as part of the page count?

**Answer:** **Completed forms, such as Attachments 1-3 (Workforce Employment Utilization Reports, MBE/WBE Compliance Reports, and Standard Background Business Background Questionnaires) should be submitted without being physically attached to any other parts of the submission, or to each other, and will not count toward the page limit.**

**Question #6:** Is there any data or studies that will be made available upon award of the project?

**Answer:** **Any data or studies that the LMDC or the City deems relevant to this study area, will be provided to the selected consultant(s) as appropriate.**