

**Project: Public Art Consultant Request  
for Proposals (the “RFP”)**

**Date: July 19, 2019**

**RE: Addendum #2  
# of Pages: 3**

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The following responses are provided to questions the Battery Park City Authority (“BPCA”) has received by the stated deadline of July 17, 2019. The responses are provided in bold, italicized print immediately following the questions.

1. Is there a specific not-to-exceed budget number? The RFP only mentions that consultants “must state a not-to-exceed amount for the performance of all work.”

***Response: No, the bidders should base their cost proposal on the anticipated cost of providing the services outlined in the RFP’s Scope of Work.***

2. My firm is only a few months old. Can you clarify what summary financial information is acceptable in lieu of audited financial statements? What documentation is acceptable if a firm is under one year old?

***Response: Bank statements will be sufficient.***

3. What is the process for obtaining an MBE waiver and does this need to be done at the time of the proposal?

***Response: The process for obtaining an MBE waiver is to submit a waiver request to BPCA detailing your good faith efforts to meet the MBE participation goals. The waiver request does not need to be completed at the time of the proposal.***

4. Will a proposal that does not meet the M/WBE/SDVOB requirements be considered nonresponsive and disqualified?

***Response: No, a proposer that does not include M/WBE/SDBVOB goals in their proposal will not be disqualified from consideration. If you are the successful firm, you will need to submit a waiver request to BPCA.***

5. How many public meetings do you think will be required and anticipate length? This is critical as we project our fee schedule

***Response: Public Meetings are to be no longer than 2 hours. We anticipate 2 - 4 meetings will be required.***

6. Would it be possible to see the timeline that was presented in the pre-proposal meeting?

**Response:**

***July 1: Meeting of the Hurricane Maria Memorial Commission***

***July 23: Art Consultant Selected***

***July 25: Site selection by the Commission***

***August 5: Artist Competition Opens***

- ***Press release***
- ***Outreach to artists by art consultant and Commission***

***August 5-16: Artist Question Period***

- ***Art consultant to field any questions regarding Competition***

***September 6: Competition Submission Due***

***September 6-13: Consultant to develop short list of 10 + submissions***

***September 13-19: Commission to review and select 3-5 finalists***

***September 20: Commission submits recommendations to the Governor***

7. Please confirm the submission process through the Governor's web site. As the LGBT Memorial site process that was referenced yesterday requested final memorial designs in a single phase.

**Response:** ***A memorial competition website will announce the competition, the timeline, the submission requirements and the selection criteria. All properly received submissions to the competition will be reviewed by the art consultant.***

8. Will the art consultant recommendations have to go through the online submission process?

**Response:** ***Yes.***

9. Is the preliminary review of all qualified potential artists an internal process of the art consultant and staff prior to recommendations of "a minimum of ten artists" to the Commission? Is there an interim step of review by the commission, i.e. do they want to be involved with getting to the 10+?

**Response:** ***The art consultant is responsible for short listing 10+ artist submissions to the Commission. The Commission will not be involved in developing this short list.***

10. As noted in the presentation yesterday, there will be short list of 3-5 artists. Once they have been selected, will the Consultant oversee the development of a formal written RFP? Or will it be done in accordance with earlier LGBT Memorial state process?

**Response:** ***No, there will not be a formal written RFP for the artist in addition to the process described on the memorial competition website.***

11. Is there an honorarium for the proposal design fee for the short list of artists?

**Response:** ***No.***

12. Can you clarify the categories of would be members of the design team?

**Response: It is up to the art consultant to determine who is required on the design team to execute the project.**

13. As per the Addendum #1 - can we assume that artists can be living and working in NYC as well as Puerto Rico?

**Response: Yes, artists outside of New York City may apply, but please be aware that the artist is required to be present for site visits, approval meetings, installation, and maintenance.**

14. While I have identified a highly experienced WBE landscape architect who can handle this component, without having the site selected or a clearer understanding of the scope prior to the design of the artwork, it is very difficult to give a firm budget number for the site analysis and investigation. Should we put a preliminary estimate with the understanding that it will be revised once scope and components are clear?

**Response: An allowance of up to \$75,000 (subject to a determination of reasonableness based upon work scope and fee rates) should be assumed for site analysis and investigation in addition to your fee proposal.**

15. I have looked at the list on the State's directory and did not find a certified vendor that would fulfill any of the scopes of work that is required by the art consultant. Perhaps once a scope is defined, we could identify a firm that could do the construction of any footings. We would also be sure to make sure of the marketing of the project and outreach to artists who fall into this category as well. We would ask that this requirement at this phase of the project be waived. Please advise.

**Response: If you are the successful bidder, you will need to submit a waiver request for any goals that you will not meet.**