

350 Greenwich Street Renovation and Expansion
Architectural Services RFP – Questions & Answers
Addendum No. 1

September 24, 2026

The following responses provide clarification to questions received from prospective architectural firms. All other requirements, terms, and conditions of the RFP remain unchanged unless specifically stated below.

Question 1: Under #8 Fee Proposal, Phases 2–6 are difficult to provide dollar-value pricing for without a defined direction and detailed scope. Should firms assume the new approximately 7,000 sq. ft. building, or provide a percentage of construction cost for those phases, which is another common metric?

Response: The approximately 7,000–7,020 sq. ft. concept referenced in the feasibility study is not a fixed final project size or required design solution. LTI is seeking an architectural team that can evaluate the project's needs and develop the most appropriate design and phasing approach. The project may involve renovation, an addition, new construction, or a combination of these approaches.

Firms may propose a fee structure that they believe is appropriate for the anticipated scope. Proposers should clearly state their assumptions, exclusions, and fee methodology. Phase 0 is intended to further define and validate the scope for subsequent phases.

Question 2: Would LTI consider accepting lump-sum fees for Phases 0 and 1 only, since the final program, whether the project will be a new building, addition to the existing building, or gut rehabilitation, and the project timeline have not yet been determined?

Response: Yes. Firms may submit a proposal for Phase 0 and/or Phase 1 if they believe that is the appropriate approach. Proposers should clearly identify the phases for which they are providing fees and describe their proposed approach.

LTI may award Phase 0 separately, and authorization of subsequent phases will be determined based on the findings, recommendations, and scope established through the project process. Award of Phase 0 does not constitute a commitment

to award subsequent phases, nor does it require LTI to retain the same architect for later phases.

Question 3: Because Phase 0 will validate the program and size of the initial phase, will the lump-sum fees for Phases 1 through 6 be confirmed or adjusted at the end of Phase 0 if the approved scope differs from the basis stated in the proposal?

Response: Yes. For purposes of this RFP, Phase 0 includes reviewing the feasibility study, existing drawings, site conditions, and LTI's space needs; conducting a site visit and preliminary assessment of the existing building; and meeting with relevant permitting agencies to identify major approval requirements. The architect will evaluate renovation, addition, and new-construction options and deliver a brief report with concept drawings, a recommended scope and phasing plan, a preliminary space program, an itemized construction cost estimate, and a proposed project schedule. The proposal should state any assumptions or exclusions concerning investigations, agency meetings, and estimating. If the approved scope differs materially from the assumptions used to price later phases, those fees may be revised before the phases are authorized.

Question 4: For purposes of comparing fees, what should proposers assume as the size and nature of the initial phase: the 7,020 sq. ft. new building shown in the feasibility study, the renovation and addition scheme, or the proposer's own stated assumption?

Response: The 7,020 sq. ft. new-building concept shown in the feasibility study should be considered a planning reference, not a fixed requirement for the initial phase. LTI is intentionally allowing the selected architectural team to evaluate the available information and develop recommendations regarding the appropriate size, configuration, construction approach, and phasing of the project.

Proposers should clearly identify the assumptions upon which their fees are based. Phase 0 will be used to further evaluate and establish the appropriate initial scope and the long-term project plan.

Question 5: Is there a target construction budget or range for the initial phase and subsequent phases?

Response: A final construction budget has not yet been established. Phase 0 is intended to help LTI establish a realistic project scope and corresponding construction budget or range based on the validated program, project requirements, site conditions, phasing, and recommended design approach.

Question 6: Are there any M/WBE and/or SDVOB requirements?

Response: M/WBE and SDVOB firms are welcome and encouraged to apply. LTI will comply with all applicable M/WBE and SDVOB requirements associated with the project and any applicable funding or contracting requirements.

Question 7: Are there any committed funding sources or grant conditions the design team should be aware of, such as M/WBE/SDVOB participation goals or procurement rules?

Response: LTI will comply with all applicable funding, grant, M/WBE, SDVOB, and procurement requirements associated with the project. Any applicable requirements will be incorporated into the project and contracting process as required.

Question 8: The feasibility study refers to a Vision Summary dated May 21, 2026, a set of drawings of the existing building by Edward W. Dickman Architects dated July 8, 2020, and an email from the Village Plans Examiner dated July 21, 2026. Will LTI share these with all proposers?

Response: LTI will provide available project documents and supporting information to proposers to the extent practicable. Documents that are available and appropriate for distribution will be shared with prospective proposers.

Question 9: Are measured drawings of the existing building available?

Response: Yes. Existing building drawings are available and will be provided to proposers to the extent practicable.

Question 10: Can LTI share a copy of the Certificate of Occupancy for the current use?

Response: A current Certificate of Occupancy is not available at this time.

Question 11: Does LTI have a target date for selection and for starting Phase 0, and a date by which it hopes to occupy the building?

Response: LTI anticipates selection of the architectural firm by November 1, 2026. The start of Phase 0 will be coordinated following selection and contract execution.

At this time, a target occupancy date has not been established. The occupancy schedule will be further developed as the project scope, phasing, design, approvals, funding, and construction schedule are established.

Question 12: One architect noted that the RFP cover page and Section 9 show different dates and asked whether the cover-page dates are correct, with questions due September 21 and proposals due October 5 at 4:00 PM.

Response: Yes. The dates stated on the RFP cover page, as updated, are the controlling dates. The proposal submission deadline is October 5, 2026, at 4:00 PM.