

**MASTER PLAN DESIGN COMPETITION**  
**PORT AUTHORITY OF NEW YORK AND NEW JERSEY**  
**SUBMISSION INSTRUCTIONS**  
**(1/28/15 REVISION)**

**I. SUBMITTAL DUE DATES**

Initial Draft Submissions are due December 31, 2014, by 11:00 a.m. Eastern Standard Time (E.S.T.)

Final Submissions are due February 2, 2015, at 2:00 p.m. Eastern Standard Time (E.S.T.)

**II. ENTRY TO ONE OR BOTH COMPETITIONS**

Contestants may submit on one or both competitions. If the Contestant responds to one competition, the submittal must be clearly labeled to indicate which Contest. If the Contestant seeks to respond to both the competitions, then the Contestant must submit separate and distinct entries, in accordance with the instructions below. Each competition submittal must be unique to the competition to which it seeks to be entered, and may not cross-reference the submittal, exhibits or attachments of the other submittal in any way.

**III. CONTESTANT IDENTIFIER**

Each Contestant's submission will be given a specific, unique name to be used in connection with its Submission, in lieu of its firm name ("Contestant Identifier") upon receipt of its Final Submission. **The Contestant will not be provided the identifier.** It is critical that each Contestant's submittal adhere to the guidelines below, and refrain from using the name of the firm except where indicated.

**IV. DESIGNATION OF LEAD FIRM**

Contestant(s) may join with other firms to form a team for a combined submittal. If a Contestant teams with other firms, the Initial Draft Submission and Final Submission Cover letter must designate a firm to serve as lead firm ("Lead Firm") and list each other firm that comprises the team. The Lead Firm shall be the main point of Contact on this Contest, and will be the recipient of any "Design Fee". It will be the Lead Firm's responsibility to apportion the Design Fee amongst team members, if applicable.

**V. SUBMITTAL FORMAT REQUIREMENTS**

The Contestant shall submit a concise submittal complying with the following requirements:

- A. To be acceptable, the Submittal shall be limited to the page numbers set forth in Section VI, using 12 point or greater font size. The Submittal pages shall be numbered and bound, and "**Airport Design Competition**" and "LGA" or "JFK," whichever is applicable, clearly indicated on the cover.
- B. Each section of the separate bound Interim and Final Submittals described in Section VI shall be separated with a tab divider that is labeled in accordance with the letter of the requirements specified below.
- C. All Submittals must be delivered in sealed envelopes and/or packages. The envelopes and/or packages must state in bold letters "**Airport Design Competition**" and "LGA" or "JFK," whichever is applicable, clearly indicated on the cover. Address the Submittal to: The Port

Authority of New York and New Jersey, Two Montgomery Street, 3<sup>rd</sup> Floor, Jersey City, NJ 07302, **Attention: Bid Custodian.** Do not address your Submittal to any other name. You are required to submit one (1) reproducible original and five (5) copies, along with one (1) compact disc or flash drive copy, of your Submittal for review. In case of conflict, the reproducible original of the Submittal shall take precedence over material on the compact disc.

- D. Provide the address of your firm to which any written correspondence should be sent.
- E. Your Submittals should be forwarded in sufficient time so that the Authority receives them **no later than 11:00 a.m. Eastern Standard Time (E.S.T.) on December 31, 2014, for the initial draft submission and 2:00 p.m. Eastern Standard Time (E.S.T.) on February 2, 2015, for the Final Submission.** The Port Authority assumes no responsibility for delays caused by any delivery services.
- F. If your Submittal is to be hand-delivered, please note that only individuals with proper identification (e.g. photo identification) will be permitted access to the Port Authority's offices. Individuals without proper identification shall be turned away and their packages not accepted.

## **VI. SUBMISSION REQUIREMENTS:**

To respond to either Contest, you must provide the following information as outlined below.

### **For the Initial Draft Submission due December 31, 2014, you must provide:**

- A. In the front of your submittal, a copy of Attachment B (Agreement on Terms of Discussion), signed by an officer of the Lead Firm.
- B. A cover letter (which can be easily separated from the rest of the Submittal) that contains:
  - a. The name and contact information for a representative of the Contestant;
  - b. The actual legal name(s) of the Contestant(s);
  - c. Documentation of the Contestants experiential requirements, in accordance with those set forth in the document entitled "Master Plan Design Competitions for LaGuardia or JFK Airports".
  - d. List of Firm/Contestant affiliates/team members;
- C. A separate Bound Submittal, that does not contain any firm name or logo, which includes (up to 10 pages written):
  - a. Brief Narrative of Master Plan Concept  
This should include a summary of the Contestant's Master Plan Concept, and may be divided into subjects to correlate with the Evaluation Criteria set forth in document entitled "Master Plan Design Competitions for LaGuardia and JFK Airports."
  - b. Draft Conceptual Images  
Any conceptual drawings, images, renderings or other media that support the Contestant's Master Plan Concept.

### **For the Final Submission Due February 2, 2015, you must provide:**

- A. A cover letter (which shall be a standalone document from the Bound Submittal) that contains:

- a. The name and contact information for a representative of the Contestant;
  - b. The actual legal name(s) of the Contestant(s);
  - c. The Contestant Identifier assigned to the Contestant.
  - d. A statement that the firm has can make the Certifications required in the Port Authority's Contractor Integrity Provisions, or a disclosure as to why the Certifications cannot be made. The Integrity Provisions can be found at:  
<http://www.panynj.gov/business-opportunities/pdf/PA3764B.pdf>
  - e. A statement that the firm has filled out and submitted the Port Authority's Background Qualification Questionnaire (BQQ) and submitted same to the Office of Inspector General. The BQQ can be found at:  
[http://www.panynj.gov/wtcprogress/pdf/PANYNJ\\_OIG\\_WTC\\_BQQP.zip](http://www.panynj.gov/wtcprogress/pdf/PANYNJ_OIG_WTC_BQQP.zip)
  - f. An executed Attachment A, Certification attesting that the Contestant has not utilized any non-public information in the preparation of its submittal. Non-public information is information that is not known or generally available to the public.
  - g. Information, as applicable, relating to the firm's MWBE status or utilization of MWBE firms on its Submittal.
- B. A separate Bound Submittal which contains the Contestant's Submission (up to 30 pages written) and Conceptual Renderings (renderings will not count toward this page limit) and does not contain any firm name or logo:
- a. The Bound Submittal should be clearly titled, identified and concise. It should take into account all the information provided for the competition, address the Evaluation Criteria set forth in the document entitled "Master Plan Design Competitions for LaGuardia and JFK Airports" and consist of each deliverable sought in the Submission Requirements.
  - b. Conceptual Renderings  
Any conceptual drawings, images, renderings or other media that support the Contestant's Master Plan Concept, including airport layout, interior and exterior renderings of major structures.

## **VII. ORAL PRESENTATIONS:**

An oral presentation to the Advisory Committee or Board of Commissioners and others, as appropriate, may be requested. The format of the presentation will be further set forth in the request for same. It should be noted that firms selected to make presentations may be given short advance notice. Notification of presentation scheduling is made by email. Please provide the name and email address of the person who should be contacted for presentation scheduling as well as an alternate in the event that person is unavailable.

## **VIII. ADDITIONAL INFORMATION:**

Contestants are advised that additional information may be posted on the Contest [website](#).

**Attachment A: FORM OF CERTIFICATION**

Name of Contestant: \_\_\_\_\_ (the “**Contestant**”)

Reference is hereby made to the Master Design Plan Competitions for LaGuardia and JFK Airports issued by The Port Authority of New York and New Jersey (the “**Port Authority**”).

The undersigned hereby certifies on behalf of Contestant, and in the case of a joint submission, on behalf of any team members and the lead firm, as of the date set forth below that it has not used any non-public information or Protected Information (as defined in the Port Authority’s Information Security Handbook dated October 15, 2008, corrected as of November 14, 2013) in the preparation of its submissions in connection with the Master Design Plan Competitions.

For the purpose of this certification, “non-public information” includes any information that is not known or generally available to the public, information obtained through or by virtue of the Contestant’s prior or current work or participation on any solicitation related to LaGuardia and JFK Airports and with respect to any member or prior member of any consortium that participated in the LaGuardia Central Terminal Building Request for Proposals (the “**RFP**”), “non-public information” includes any Protected Information (as defined in the Non-Disclosure Agreement executed in connection with the RFP), including any submissions, alternative concepts or information provided by any member or former member of the consortium during the procurement process for the RFP.

[NAME OF CONTESTANT]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment B: AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority’s receipt or discussion of any information (including information contained in any submittal, proposal, vendor qualification, ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent. The foregoing applies to any information, whether or not given at the invitation of the Authority.

Notwithstanding the above, and without assuming any legal obligation, the Port Authority will employ reasonable efforts, subject to the provisions of the Port Authority Freedom of Information Code and Procedure (FOI Code) adopted by the Port Authority’s Board of Commissioners on March 29, 2012, as may be amended, which may be found on the Port Authority website at: <http://www.panynj.gov/corporate-information/pdf/foi-code.pdf>, not to disclose to any competitor of the undersigned, information submitted which are trade secrets which, if disclosed, would cause injury to the competitive position of the enterprise, and which information is identified by the Proposer as proprietary, as more fully set forth in the FOI Code, which may be disclosed by the undersigned to the Port Authority as part of or in connection with the submission of a submittal or proposal.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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DO NOT RETYPE.