

August 2, 2013

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PLANNING SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2014 (RFP #34210 – ADDENDUM #1)

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposal as follows:

RFP Letter, Section II., entitled” Submission Requirements”, Page 4:

Insert: “J. The “multiplier” referred to in the first line of subparagraph 7.A. of the accompanying standard agreement including a breakdown of said multiplier, indicating all of its components (e.g., vacation, holiday, sick pay, workers’ compensation, office rent, insurance, profit).”

The following questions were received from Request for Proposals (RFP) recipient(s). The Authority provided the corresponding answers:

1. Are firms submitting a proposal as a prime consultant also permitted to serve as a subconsultant on another firm’s team?
Yes. Consultants may act as sub-consultants on another proposer’s team. However, proposers should be aware of the requirements related to joint ventures on page 2, Item II, paragraph C of the RFP letter.
2. Page 1, Item I, Section A, states “with regard to staff qualifications and experience, subdivide this area into one or more sections based upon specific areas in which you are proposing.” How should firms account for the page limit within these sections? Will 10 pages be allotted for *each* specific area in which firms are proposing?
Proposers should address such things as staff qualifications/experience, firm experience, and management approach for the category in they are proposing, and should consider each of the four categories as subject to the 10 page limit. Therefore, if a consultant wishes to submit a proposal for “Traffic and Operations” and another for “Market Research”, then the 10 page limit would be assigned to each of the two categories for a maximum of 20 pages.
However, Proposers may not “borrow” page lengths between categories. In other words, if one were to use 8 pages on one category, they may not then submit 12 pages on the other.
3. Page 3, Item II, Section D requests a “detailed resume for each key individual.” Section D is not excluded from the page limit cited on Page 1. How are firms expected to submit detailed resumes for key staff (among other information) within a 10-page limit? Are resumes included or excluded from the page limit?
Page 1, Section I, paragraph A of the RFP letter states the doubled sided page limit of 10 does not include resumes.

RFP 34210

Addendum #1

August 2, 2013

The date for receipt of proposals for the subject RFP remains **2:00 P.M. on August 13, 2013.**

If you have any questions, please contact Mr. David Gutiérrez at david.gutierrez@panynj.gov.

Sincerely yours,

Tim Volonakis
Assistant Director
Procurement Department