

November 5, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL SERVICES FOR THE GEORGE WASHINGTON BRIDGE REHABILITATION OF HUDSON RAMPS COMPLEX – PHASE I (RFP# 54213) – ADDENDUM #1

Dear Sir or Madam:

The Port Authority of New York and New Jersey (the Authority) hereby amends the subject Request for Proposals (RFP), dated October 23, 2018, as follows:

- 1) **Please Note:** The due date for receipt of Proposals has been changed to 2:00 p.m., November 29, 2018.
- 2) In the Attachment A, after Task K on page 24, add the following language below. Also be sure to add Task L to the Staffing & Cost Analysis Sheet (Attachment D):

TASK L. PUBLIC OUTREACH AND STAKEHOLDER PARTICIPATION (“BASE WORK” AND “AS-NEEDED” WORK)

The Scope of Work will have impacts on residents closest to inspection activities. These impacts may include but not be limited to: eventual construction due to daytime and/or nighttime testing/work activities and schedule, placement of large vehicle(s)/equipment, changes to local street access, sidewalk closures and parking removal/relocation during street closures.

The Consultant's services shall include:

1. Providing support for community outreach throughout the duration of this assignment that informs, educates and directly engages all those with an interest in the project.
2. Support outreach efforts by scheduling stakeholder meetings and public information sessions; preparing public information material, handouts, PowerPoint presentations, printing materials, periodic updates, managing mailings, maintaining a database of interested parties, public notices/postings, on-site distribution of public information materials, identification of activities that may warrant media alerts, handling RSVP and follow up for meetings. Assume a total of four (4) stakeholder meetings and four (4) public information sessions of 2-hour duration each. Prepare external content for quarterly reports for Port Authority use if deemed necessary. For all stakeholder meetings and public information sessions:
 - a) Provide a court stenographer, Spanish language translator, and additional language translators as directed by the Port Authority. For the purpose of this RFP assume that no additional language translators are required.
 - b) Prepare draft public hearing minutes and submit to the Authority for review. Incorporate Authority comments as required and resubmit as final.
3. Prepare and submit a draft technical memorandum outlining the proposed Public Participation Program (“PPP”). Incorporate Authority comments as directed and resubmit the draft as Final.

4. Coordinate with stakeholder agencies to implement any requirements arising under any of the Tasks outlined in this agreement.
5. Prepare and maintain a community/stakeholder database of all interested persons and organizations participating in the public outreach process. The database shall include all stakeholders, and shall be updated as appropriate.
6. Submit to the Authority draft summaries of public participation efforts and outcomes. Incorporate Authority comments as directed and resubmit drafts as Final.

Staffing hours for Task L scope of work shall be equally distributed between “Base Work” and “As Needed Work”.

The following are questions from RFP recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

Question #1: In the RFP Letter, under Section I. PROPOSER REQUIREMENTS – Letter B. it states that the proposed Project Manager shall be licensed to practice engineering in the States of New York and New Jersey. Is it acceptable to propose a Project Manager licensed in the State of New York who is in the process of securing a New Jersey license through reciprocity?

Answer #1: No. The Authority will consider only those firms who are able to demonstrate compliance with the minimum qualifications requirements as spelled out under Section I. proposer requirements, in Letters A and B at the time of proposal submission.

Question #2: In the RFP Letter, under Section III. SUBMISSION REQUIREMENTS – Letter D. Staff Qualifications and Experience it states: The proposed community outreach task lead shall have a minimum of three (3) years of experience performing similar community outreach efforts on major bridge rehabilitation projects in New York City with similar size, scope and complexity to those contemplated herein. Please clarify if this position is required, as it is not included in the detailed scope of work.

Answer #2: See changes made above to Attachment A and the Staffing & Cost Analysis Sheet (Attachment D).

Question #3: In the RFP Letter, under Section III. SUBMISSION REQUIREMENTS – Letter D. Staff Qualifications and Experience – it states that the Lead Traffic Design Engineer shall be licensed to practice engineering in the State of NY. Further down it indicates Lead Traffic Design Engineers shall be licensed to practice engineering in the State of NJ. Please confirm that the Lead Traffic Designer must be licensed in both NY and NJ.

Answer #3: Yes, that is correct. All Proposed Lead Design Engineers must have a NY PE and the Traffic Lead has the additional requirement of a NJ PE.

Question #4: In the RFP Letter, under Section III. SUBMISSION REQUIREMENTS – Letter D. Staff Qualifications and Experience – clarify the requirements for an Electrical Engineer – does the Authority require only electrical power, or ITS Electrical, or both.

Answer #4: It is not a requirement for the Electrical Lead to have ITS electrical experience.

The date for receipt of proposals for the subject RFP has been changed to 2:00 P.M. on November 29, 2018.

If you have any questions, please contact Ms. Monika Radkowska at mradkowska@panynj.gov.

Sincerely,

David Gutiérrez
Assistant Director
Procurement Department