

August 31, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL AVIATION CONSULTING SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 - 2023 (RFP# 54312)– ADDENDUM #1**

Dear Sir or Madam:

The following questions were received from a Request for Proposals (RFP) recipient(s). The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question 1:** Will MBE/WBE contracting goals be applied against an entire series of categories for firms submitting for more than one category? Or, will each category be required to meet the contracting goal individually?

**Answer 1:** Each category will be treated individually, should your firm be awarded for multiple categories, you will receive a separate Agreement for each. The 20% MBE and 10% WBE subconsulting goals will be reviewed on a per category basis.

**Question 2:** What does the Port Authority expect to see in our submittal in response to Page 3, Section II “Submission Requirements”, Item H of the RFP Letter?

**Answer 2:** Firms should submit an M/WBE participation plan that outlines how your firm plans to meet the 20% MBE and 10% WBE sub consulting goals. If your firm is unable to identify specific firms or specific tasks at the time of proposal, your firm may submit a plan indicating if/how you plan to meet the good faith goals going forward.

**Question 3:** The Port Authority has set a goal of twenty percent (20%) participation by qualified and Authority certified MBEs and ten percent (10%) for qualified and Authority certified WBEs on technical service projects. Is it acceptable to provide a M/WBE participation plan in the proposal, and then identify specific M/WBE firms, scope of work, and qualifications when a task order is developed?

Answer 3: Yes, if at the time of proposal your firm is not unable to identify the specific subconsultants or specific tasks need to achieve the 20% MBE and 10% WBE good faith goals your firm may submit a participation plan outlining if/how you plan to meet the goals going forward.

**Question 4:** Does a proposal for a category of work, for example Airport Facility Planning and Forecasting, have to include all 16 tasks listed in the RFP, or could a proposal be submitted under this category for a selection of tasks but not the full 16?

Answer 4: No you cannot propose for a category if your firm is not able to perform all of the outlined tasks under that category.

**Question 5:** Must our firm be registered as a Municipal Advisor with the SEC in order to submit a proposal under Section E of the Scope of Work?

Answer 5: It is preferable that a firm be registered as Municipal Advisor with SEC, but it is not a requirement, as long as the firm is capable of performing all of the services listed in Section E.

**Question 6:** Please indicate whether the multipliers outlined on Page 3, Section II “Submission Requirements”, Item C of the RFP letter are need just for the Prime firm or if they should be included for the sub-consultants as well?

Answer 6: The multiplier outlined in Section C of the RFP Letter only pertains to the prime consultant. It is a business decision as to whether you would like to include that information for your sub consultants.

**Question 7:** Please confirm the documents required from our subconsultants to be included in the proposal.

Answer 7: No documents from subconsultants are required to be included in your proposal. It is a business decision on whether you would like to include any documents.

**Question 8:** Is there flexibility on the amount of insurance coverage based on individual tasks that may or may not be awarded?

Answer 8: Firms do not need to have proof of insurance at the time of proposal. Insurance is required at the Task Order Level.

**Question 9:** On page 2, Section I “Proposal Format Requirements”, Item F of the RFP Letter, instructions pertaining to the delivery of the proposal specifically mentions UPS, but does not mention other carriers. Does the proposal need to be delivered via UPS, or can we deliver via FedEx?

Answer 9: UPS or FedEx is acceptable, however, please allow enough time for either to be delivered.

**The due date for this RFP has been extended to September 19, 2018 at 2:00 P.M.**

If you have any questions, please contact Mr. Thomas Barlotta, Staff Contract Specialist, at [TBarlotta@panynj.gov](mailto:TBarlotta@panynj.gov)

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department