

October 12, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ENVIRONMENTAL REVIEW SERVICES FOR THE LAGUARDIA AIRPORT (LGA) ACCESS IMPROVEMENT PROJECT (RFP# 54523)

Dear Sir or Madam:

Pursuant to Section III (Selection Process) of the RFP, the Port Authority of New York and New Jersey (Authority) intends to invite select firms (the highest-rated proposers) for interviews during the second phase of the evaluation process. The Authority anticipates, but does not guarantee, that interviews with select proposers will be held on November 14, 2018, at Federal Aviation Administration, Eastern Region, 1 Aviation Plaza, Jamaica, NY 11434. Not every proposer will be guaranteed an invitation for an interview. However, all prospective proposers are encouraged to be available for interviews on November 14.

Interviews will consist of a thirty-minute presentation followed by a question-and-answer session of the same duration. Participating proposers will be allowed to bring up to four members of the proposing team, which shall be led by the proposed project manager. In addition to including the project manager, the proposing team should include key project personnel that will be actively assigned to the project. A hard copy of any presentation materials can be submitted on the day of the interview, however, no material supplementing the proposal provided in response to the RFP (due on November 1, 2018) will be accepted.

Should a proposer be invited to an interview on November 14, the proposer will be notified by the Authority on or around November 8, 2018.

If you have any questions, please contact Mr. James Summerville at JSummerville@panynj.gov and Krystina Papasavvas at kpapasavvas@panynj.gov.

Sincerely,

David Gutiérrez
Assistant Director
Procurement Department