

July 8, 2019

**SUBJECT: REQUEST FOR PROPOSAL PERFORMANCE OF EXPERT PROFESSIONAL COST ESTIMATING AND SCHEDULING SERVICES INDEFINITE QUANTITY SERVICES CONTRACTS (IQC) FOR FEDERALLY FUNDED MAJOR CAPITAL PROJECTS ON AN “AS NEEDED” BASIS DURING 2019 THROUGH 2022 (RFP# 57732) - ADDENDUM # 1**

Dear Sir or Madam,

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

**Question 1:**

- A. Firms shall have a minimum of five (5) years' experience, at the time of proposal submission in providing professional cost estimating and scheduling services for a variety of transportation and infrastructure projects within highly congested urban metropolitan areas for all stages of projects from planning through closeout, including design and construction.
- B. Firms have a minimum ten (10), combined cost estimating and scheduling professionals, who have demonstrated experience performing cost estimating and scheduling services in highly congested urban metropolitan areas.

Refer to attached addendum. Will the Proposer fulfil these requirements if the Proposer can demonstrate to the satisfaction of the Authority that the persons or entities owning and controlling the Proposer have met the requirements listed above A and B?

**Answer to Question 1A:** The proposer may fulfill this prerequisite if the Proposer can demonstrate to the satisfaction of the Authority that the persons or entities owning and controlling the Proposer have had a total of at least five (5) years of experience immediately prior to the date of the submission of its Proposal in the management and operation of a business actually engaged in providing the contemplated services, or have owned and controlled other entities which have actually engaged in providing the above described services during that time period.

**Answer to Question 1B:** No changes to requirements B.

**Question 2:** On page 195 of the RFP document, it states that the DBE goal for this agreement is 25% and there is no mention of MBE/WBE goals. Does this mean that there is 0% MBE/WBE goals for this agreement?

**Answer 2:** Refer to Minority Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs), section 28A of the draft agreement for participation goals

**Question 3:** On page 6 of the RFP document, it says that “the Consultant shall not remove or replace its Project Manager or any other key personnel, as identified by the Authority, without the written consent” For this contract, are the Lead Scheduler and Lead Estimator considered key personnel?

**Answer 3:** Lead Scheduler and Lead Estimator is considered key personnel.

**Question 4:** Can you please share if the individuals who may be selected to perform on Task Order Assignments, would be required to work on a full-time basis at a Port Authority Facility/Office or if work would be done in the Home Office of the Consultant?  
Or, could it be a mixture of the two, dependent on the size and nature of each Task Order?

**Answer 4:** Each Task Order will specify requirements for the specific scope of work.

**Question 5:** Must the PM, Lead Scheduler and Lead Estimator be local?

**Answer 5:** Key Personnel may be required to report to Port Authority facilities on short notice.

**Question 6:** Can a subcontractor hold one of the Lead positions?

**Answer 6:** This is acceptable.

If you have any questions, please contact Mr. Thomas Lal, Sr. Contract Specialist, at [TLAL@panynj.gov](mailto:TLAL@panynj.gov)

Sincerely,

Joann Spirito  
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Procurement Department