

April 13, 2016

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES FOR THE LAGUARDIA AIRPORT REDEVELOPMENT PROGRAM ON AN “AS-NEEDED” BASIS (RFP# 45578) - ADDENDUM NO. 2

Dear Proposer:

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

1. **Question:** Will there be a quality management role on the selected Project Manager (PM) team to oversee or monitor the developer’s quality management program?

Answer: No

2. **Question:** Will there be a need for M/WBE and EEO compliance monitoring by the PM team?

Answer: The selected PM is expected to coordinate with Port Authority staff in the monitoring and reporting of M/WBE compliance.

3. **Question:** Will there be a need for environmental compliance or permitting on the PM team?

Answer: No

4. **Question:** Is there a project manual specific to the Terminal B development that supplements or replaces standard Port Authority requirements or procedures?

Answer: No

5. **Question:** What oversight role will the program management consultant have with respect to construction of Terminal B (e.g., design reviews, inspections, QA/QC, safety)?

Answer: The PM will not be responsible for overseeing any aspect of the day-to-day field activities related to the redevelopment of Terminal B.

6. **Question:** Regarding Task D, item 12 (utility management), please clarify the following requirement: “provide utility management services and interface with work being performed by others.”

Answer: The selected PM will provide project management and oversight of utility management services.

7. **Question:** Can you provide the Port Authority’s intended reporting structure and contractual relationships between the Port Authority, the team selected by this RFP process, the LaGuardia Gateway Partners, the service providers to be selected under RFP 43446, any construction managers or similar service providers?

Answer: The Program Manager selected under RFP 45578 will report to the Port Authority’s Redevelopment Project Executive and senior staff. Furthermore, the PM selected under RFP 45578 will have a contractual relationship only with the Port Authority.

8. **Question:** Further to question 5, will the PM team be responsible for field coordination of separate contract entities performing construction work at the site? Will the PM manage stakeholder notifications and coordination of moves/shutdowns or operational changes due to project phasing?

Answer: No

9. **Question:** Has the Port Authority given any thought to a program hierarchy of projects that will require separate management, tracking and reporting? How many such splits or projects should we assume for resource purposes?

Answer: The Port Authority encourages Proposers to propose methodologies on managing separate projects.

10. **Question:** Will independent cost estimates be required at each stage of design to validate LGP's cost projections?

Answer: No

11. **Question:** Will the Port Authority be providing office accommodation, including equipment (e.g., copiers), for the PM team? If so, where? To what extent should the team include costs for same?

Answer: The Port Authority will work with the PM to accommodate the PM's staff, however supplemental space and equipment may be required. Proposers shall not include costs for any office accommodations.

12. **Question:** Will SWAC cards be required?

Answer: SWAC cards will be required.

Please note: The date for receipt of proposals for the subject RFP remains 2:00 P.M. on April 19, 2016.

Sincerely,

David Gutiérrez, CPPO
Assistant Director
Procurement Department