

March 20, 2019

**SUBJECT: REQUEST FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQCs) FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR FEDERALLY FUNDED MAJOR CAPITAL PROJECTS ON AN “AS-NEEDED” BASIS DURING 2019 THROUGH 2022 RFP # 56447 - ADDENDUM # 2**

Dear Sir or Madam,

**1) Please note the date for receipt of proposals for the subject RFP has been changed to 2:00 P.M. on April 4, 2019.**

2) 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:** The limit in the RFP for Professional liability insurance is \$10M. Our standard policy limit is \$2M which is typical in the industry. Would the Authority consider a lower initial limit for evidence and allow the contractor to provide a higher level on a TO by TO basis?

**Answer 1:** The Port Authority will accept a lesser amount (not lower than \$2,000,000) for the purpose of Master Agreement execution. However, Consultants may be required to increase this amount, at no additional cost to the Port Authority, on a Task Order basis.

**Question 2:** Federal Forms. It is not clear in the RFP whether the prime should submit debarment certifications for subcontractors with its offer since subcontract values will not be determined until task orders are issued. Could the Authority clarify whether they are required as part of the submission or only after TO's are issued?

**Answer 2:** Proposers should see the RFP letter, page 8, Section M, entitled “Federal Submission Requirements” for information about which certifications and forms must be submitted with the proposals, and by whom. Exhibits IA, IB and IC contain more detailed information. In addition to the forms that need to be submitted by both Consultants and their subconsultants/subcontractors, several of the certifications require Consultants to include provisions in their subcontracts, and obtain certifications from their contractors, and in that case the Proposer should submit such forms/certifications from their known subconsultants/subcontractors at the time of proposal submission.

**Question 3:** Are completed Appendix A2 forms (DBE Participation Plan and Affirmation Statement) and Appendix A4 forms (Information on Solicited Firms) required with our proposal submission on March 28?

**Answer 3:** No. However, as per RFP letter Section L – DBE/MBE/WBE Submission Requirements i and ii, “The Proposer shall include a statement confirming their commitment to complying with the requirements”.

**Question 4:** Scope of Work Includes Code Analysis. I interpret Code Analysis to be the using the applicable code to determine loads on structures and/or analyzing existing structures that are modified or receive additional loading. Is this correct?

**Answer 4:** On a Task Order basis, the “Code Analysis” requirements may be much broader than this depending on the full scope of the projects where services are requested. The range could include analysis of building codes, life safety requirements, accessibility guidelines, loading determination, egress, MEP, seismic, etc. For each Task Order, the Consultant shall address the implementation of any applicable code requirements related to the scoping, design, staging, and construction of the projects for all disciplines.

**Question 5:** The Scope of Work includes field inspections. Are these inspections intended to be performed by an engineer or a technician? This has implications for our staffing plan.

**Answer 5:** Field inspections are necessary for evaluating existing conditions needed in conducting design and for verifying construction completed as part of the design services provided.

**Question 6:** Section III. E. 1. Requires us to provide “chronological history of employment”. Can you indicate how far back this employment should date? 5 years? Entire professional career? What is the proper format for this information? Can Employers and corresponding dates simply be listed on the staff members resumes?

**Answer 6:** Provide all information according to Section III, E - Staff Qualifications and Experience - 1 of the RFP letter including **relevant** chronological history of employment.

**Question 7:** Section III. I. I am unsure of the meaning of “affiliates” in this context. Does this mean all subconsultants? Does this mean all employees? Does this mean all professional societies that we are active in and affiliated with?

**Answer 7:** Affiliate - Two or more firms are affiliates if a parent owns more than fifty percent of the voting stock of each of the firms, or a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the firms, or if the firms have a common proprietor or general partner.

**Question 8:** Do the FTA, FEMA, and FWHA forms required in Section M, Federal Submission Requirements (RFP page 8-10) need to be completed by both the prime and all subconsultants? Or is it sufficient if only the prime submits the required forms for this section?

**Answer 8:** See response to question 2 above.

**Question 9:** Please confirm that the following DBE/MBE/WBE forms are not required to be submitted with our proposal at this time?

- Appendix A1: Professional, Technical & Advisory Services DBE Goals Statement
- Appendix A2: Professional, Technical & Advisory Services DBE Participation Plan & Affirmation Statement
- Appendix A4: Information on Solicited Firms
- M/WBE Participation Plan & Affirmation Statement

**Answer 9:** See response to question 3 above.

**Question 10:** Under Proposal Submission Requirements, for **H. Financial Information**, items 1 through 5 are to be submitted in a separate sealed envelope. We are assuming that only one printed copy is required. Is that correct?

**Answer 10:** Yes, only one printed copy is required. Refer to Proposal Submission Requirements, Section III, H of the RFP letter.

**Question 11:** Under Proposal Submission Requirements, for **L. DBE/MBE/WBE Submission Requirements**, we intend to include a statement confirming our commitment to complying with the DBE and MBE/WBE requirements. However, it is our understanding that the forms in Attachments D and D1 are to be included only with future Task Order proposals and are not required at this time. Please confirm whether our understanding is correct.

**Answer 11:** Confirmed. Refer to RFP letter Section L – DBE/MBE/WBE Submission Requirements i and ii.

**Question 12:** Can you please clarify the subconsultant participation goals? There are three different goals listed in the RFP (25% DBE, 20% MBE, 10% WBE). Are the participation goals 55% of the total contract?

**Answer 12:** Each individual Task Order is subject to a DBE or M/WBE goal based on the type of funding anticipated for the project. Refer to the sample Agreement, clauses 28, Disadvantaged Business Enterprise and 28 A, Minority Business Enterprises and Women-Owned Business Enterprises.

**Question 13:** Please confirm section III.E.5(pg6) is applicable to subconsultants in addition to subcontractors.

**Answer 13:** Confirmed, this is applicable to subconsultants.

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