

THE PORT AUTHORITY OF NY & NJ
PROCUREMENT DEPARTMENT
115 BROADWAY, 19TH FLOOR
NEW YORK, NY 10006

July 9, 2014

ADDENDUM #3

TO PROSPECTIVE BIDDER(S) ON RFP #38268 - REQUEST FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQCs) FOR PERFORMANCE OF EXPERT PROFESSIONAL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR FEDERALLY FUNDED STORM RELATED RESILIENCY PROJECTS ON AN “AS-NEEDED” BASIS THROUGH 2018

Proposal Due Date 7/14/2014 at 2:00PM

The following changes are hereby made in the documents:

I. RFP LETTER

- A. Delete Attachment C-2 “Proposer Prerequisite B” and substitute therefor new Attachment C-2, which is attached hereto and made a part hereof.

II. PROPOSER QUESTIONS AND ANSWERS

The following information is made available in response to questions submitted by prospective Proposer(s). It should not be deemed to answer all questions that have been submitted by Proposer(s) to the Port Authority. It addresses only those questions which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Proposer(s) does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction or implication with respect to the terms.

<i>Question #28</i>	a. This proposal is an on-call contract without a specific task identified. Would you please confirm if the NDA and Confidentiality Agreements are required to be executed at this time? b. If so, can the Authority provide an editable electronic format that addresses who the original forms should be sent to at the Authority?
<i>Answer #28</i>	a. The NDA and Confidentiality Agreements are to be submitted at this time with your proposal for the Prime Consultant and key members of any subconsultants. b. Please refer to Attachment H – Information Security Handbook and use link provided in RFP document.

Question #29	Do we submit resumes for all proposed staff listed in the staffing plan (Attachment E) and/or the project organization chart, or just the staff identified as Key Personnel? Please identify Key Personnel positions/titles. Are Key Personnel identified as Project Executive, Project Director, and Project Managers; or does this include the Construction Inspection Staff (minimum of 10 engineers/architects, 10 ACI Inspectors, 3 ICC Inspectors, and 1 NACE certified inspector)?
Answer #29	Resumes are required for all Key Personnel and, if known, for all staff members who are being proposed as part of the team. Consultants will have the opportunity to resubmit resumes for proposals on upcoming RFP's for specific task orders.
Question #30	It appears to us that the requirements and requested information in Attachment C-1 (Proposer Prerequisite A) and Attachment C-2 (Proposer Prerequisite B) are very similar for demonstrating a firm's experience in performing construction management and inspection services. Can you please provide further clarification on the requirements and experienced needed in order to satisfy both the Proposer Prerequisite A and Proposer Prerequisite B forms?
Answer #30	Prerequisite A's purpose is to demonstrate that your firm has at least 5 years CM experience. Prerequisite B's purpose is to demonstrate your firm's CM/inspection experience on contracts greater than \$1.5M. (Note: Answer revised from Addendum 2)
Question #31	The Authority is requiring the consultant to complete a Staffing Plan (Appendix E) listing names and titles of our proposed staff in several categories as indicated on the Plan. The Plan also states that "If the staffing categories listed below differ from your firm's, list your firm's staffing titles within the categories that best matches." However, since this project calls for construction inspection, scheduling and cost estimating services in addition to construction management services, our inspectors, schedulers and estimators do not fit easily into the engineering categories on the form. Will the Authority consider or can we add categories for these services?
Answer #31	Please see revised Attachment E, issued with Addendum 2.
Question #32	The staffing chart on what is believed to be Attachment E (no title provided in RFP document) does not include any categories for the special inspectors required by this RFP. Should we add an "Inspector" category?
Answer #32	Please see revised Attachment E, issued with Addendum 2.

Question #33	Will Task Orders be issued for individual staff to be integrated with Authority and/or other consultant staff?
Answer #33	The scope of work for each individual task order will provide details on how the CM work will be undertaken. At this time, it is anticipated that some task orders may be integrated, while others may not.
Question #34	Will the Authority open all sealed cost proposals for each Task Order or only the cost proposal of the firm selected for negotiations?
Answer #34	In accordance with Attachment A, Section V (b) – Issuance of Task Order, cost proposals of the most qualified firms will be opened and evaluated.
Question #35	Under Attachment A, Task D. Quality Assurance Inspections; are materials testing services and fabrication plant inspection services contemplated in the scope of services?
Answer #35	No.
Question #36	In the course of this work will vehicles be required to facilitate CM’s work and if so who will provide the vehicles? If it is the consultant’s responsibility will the cost be reimbursable by the agency along with operational cost and cost associated with the insurance requirement?
Answer #36	Vehicles are not anticipated to be required. Since it is not anticipated that vehicles will be required, if a firm is required to provide a vehicle, they will be compensated for the cost to rent/lease, operational cost and insurance cost required to submit a cost proposal and firms will be compensated in accordance with Section 7(c) of the Master Agreement.
Question #37	Under Financial Information, it is requested that a statement of work be submitted. How comprehensive should this document be? For our firm, as requested on the RFP, this document would be voluminous. Is there a more specific criterion for what is being asked such as dollar amount, specific location, type of work, etc?
Answer #37	List relevant work on hand, with a brief description of the work and the other data requested.
Question #38	Should a firm’s relevant project experience be demonstrated only in Attachment C-1 and Attachment C-2? Or, do you also want relevant experience in a narrative form that separately addresses the information in the RFP Section V.-A., Paragraph 2 plus bullets? If so, does this count towards the page count?

Answer #38	Firms must complete Attachments C-1 and C-2 in order to demonstrate that they meet the Pre-requisites. However, in order for firms to demonstrate that they meet the requirements of the Selection Criteria, firms must provide supporting narrative(s) as noted in Section V(A) – Firms’ Qualifications and Experience. As per RFP Section I, resumes and attachments do not count towards the page count.
Question #39	The Staff Qualifications and Experience section on page seven of the RFP asks for a “chronological history of employment” for each resume proposed. Please clarify if PANYNJ is seeking a “chronological history of employment” or a “chronological history of projects an individual has worked on” in order to demonstrate Staff Qualifications and Experience.
Answer #39	History of employment, inclusive of projects.
Question #40	Under RFP Section V. PROPOSAL SUBMISSION REQUIREMENTS; Subsection A. Firm’s Qualifications and Experience: Bullet 6: “The annual staff hours of full and part time labor expended in the performance of the contract/agreement” - Is an average annual hours across the full duration of the contract/agreement acceptable; since the staffing hours fluctuate across the project/agreement life-cycle predicated on the schedule? Or does the PANYNJ require the “peak” staffing hours of the contract/agreement expended in the life-cycle?
Answer #40	The average annual hours across the full duration of the contract/ agreement is acceptable.
Question #41	Would we be able to submit our project experience in our own format with pictures and description besides the 2 forms (Attachments C-1 and C-2) that are required to be submitted?
Answer #41	Firms must complete Attachments C-1 and C-2 in order to demonstrate that they meet the Pre-requisites. However, in order for firms to demonstrate that they meet the requirements of the Selection Criteria, firms must provide supporting narrative(s) as noted in Section V(A) – Firms’ Qualifications and Experience.
Question #42	Will this RFP be used as the replacement contract for the active CM and Related Technical Services “Call-In” that will expire at the end of 2014?
Answer #42	This RFP pertains to federally-funded Storm Resiliency projects and is independent from any other construction management RFP’s.
Question #43	Is it expected that all services requested under this contract will be performed at the Authority’s facilities and offices?

Answer #43	Yes.
Question #44	In what manner will the sealed cost proposals be returned to unsuccessful proposer?
Answer #44	They will not be returned.
Question #45	a. Can the organization chart be submitted on 11x17 paper? b. Can the font on the organization chart be less than 12 pt.?
Answer #45	Yes.

This communication should be initialed by you and attached to your Proposal.

In case any Bidder fails to conform to these instructions, its submission will nevertheless be construed as though this communication had been so physically attached and initialed.

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO CORY MERMER, WHO CAN BE REACHED AT (212) 435-5696 or at cmermer@panynj.gov.

THE PORT AUTHORITY OF NY & NJ

RICHARD PEREZ
PROCUREMENT MANAGER
FTA/WTC SITE PROJECTS

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

Attachment C-2

Proposer Prerequisite B

Firms must have adequate staffing resources and have demonstrated experience performing construction management and/or construction inspection services in the Greater New York/New Jersey Metropolitan Area for construction projects valued, at a minimum, at \$1.5 million.

* Note - Duplicate form as necessary *

Reference RFP Section II – Proposer Prerequisites
If Proposer is a common law joint venture, specify which entity’s experience is being cited below to satisfy Prerequisite B.

Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Construction Value	
Brief description of Scope of work	
Client contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Construction Value	
Brief description of Scope of work	
Client contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Construction Value	
Brief description of Scope of work	
Client contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Note – Client Contact must be employee of Company