

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007**

January 6, 2016

ADDENDUM #3

To prospective Proposer(s) on **RFP # 44686 - REQUEST FOR PROPOSAL FOR PERFORMANCE OF EXPERT PROFESSIONAL STORM MITIGATION AND RESILIENCE INSURANCE ADJUSTMENT, AND GRANT MANAGEMENT SERVICES FOR FEDERALLY FUNDED STORM RESILIENCY PROJECTS DURING 2016 - 2018 (24 months)**

BIDS DUE BACK ON JANUARY 14, 2016, NO LATER THAN 2:00PM

Questions will no longer be accepted after COB January 7, 2016

I. PROPOSER'S 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, which 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.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Agreement. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer(s) required by this Proposal or Agreement and the Proposer(s) agrees that it shall not hold the Port Authority liable or responsible therefore in any manner whatsoever.

22	QUESTION	What does the 25-page limit apply to?
	ANSWER	The 25-page limit applies to the narratives, which support the following Evaluation Criteria, excluding resumes, exhibits, and attachments:

		<ul style="list-style-type: none"> • Personnel Qualifications and Experience • Firm Qualification and Experience • Technical Approach • Management Approach <p>Please refer to section IV. EVALUATION CRITERIA, and section V. PROPOSAL SUBMISSION REQUIREMENTS in the RFP letter.</p>
23	QUESTION	Does Attachment E, staffing plan, need to be included as presented on the form or can the vendor reproduce this in the body of the proposal?
	ANSWER	The Port Authority does not have any preference regarding the vendor’s approach to presenting the Staffing Plan, as long as the information included in the attachment is preserved (e.g. titles, labels).
24	QUESTION	Will vendors be allowed to support information in a pricing narrative under Section F?
	ANSWER	Please refer to section “ V. PROPOSAL SUBMISSION REQUIREMENTS ”, subsection “ F. PRICING AND COMPENSATION PROPOSAL ”, item 4.
25	QUESTION	Are the MBE/WBE Participation Plan and Affirmation Statement(s) to be included under Section E – MBE/WBE Participation?
	ANSWER	Yes, they are to be included under Section E.
26	QUESTION	Are vendors required to submit “Certification of No Investigation (Criminal or Civil Anti-Trust) indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information” and “Non-Collusive Proposing, and Code of Ethic Certification; Certification of No Solicitation Based on Commission, Percentage, Brokerage, Contingent or Other Fees”?
	ANSWER	Please refer to section “ H. CONTRACTORS INTEGRITY PROVISIONS ” for further information.
27	QUESTION	Under which section should vendors include addenda acknowledgement forms?

	ANSWER	Addenda should be initialed and annexed to the RFP upon submission. For further information please refer to the paragraph following this table.
28	QUESTION	Will the Authority consider removing the tab divider requirements as outlined under I.B?
	ANSWER	The tab divider requirement shall remain.
29	QUESTION	Under V.A, should resumes be presented chronologically with most recent experience presented first and oldest experience presented last, or vice versa?
	ANSWER	The Port Authority has not have a preference on how the resumes should be presented.
30	QUESTION	Under Section V.I, the RFP mentions Background Qualifications Questionnaires (BQQ). Are the BQQs also due to the Authority on January 7, 2016?
	ANSWER	Please refer to section I. <u>BACKGROUND QUALIFICATIONS QUESTIONNAIRE</u> in the RFP letter for further information.
31	QUESTION	Under Section III, the RFP calls for a statement of work. Does the Authority want this statement to contain all of the proposer's current work or only the current relevant work?
	ANSWER	Please refer to section III. <u>FINANCIAL INFORMATION</u> , subparagraph B .
32	QUESTION	Can the vendor reproduce Attachment C-1 and C-2?
	ANSWER	Yes, the vendor can reproduce Attachments C-1 and C-2, as long as the information presented in the original Attachments is preserved.
33	QUESTION	Can vendors reproduce tables as identified in Attachment F and Sections 7.A, 7.B, and 7.C of the standard agreement?
	ANSWER	Tables can be reproduced as long as the content and information

		provided in the tables is kept as is.
34	QUESTION	Under Attachment D: WBE Participation Plan there are two forms which seem to be essentially the same except for one line. Which is the correct form to use? Should both be used or just the “Modified” version?
	ANSWER	Please refer to section 21 of the Port Authority Standard Agreement for clarification.
35	QUESTION	Will the Port Authority provide Attachment B for inclusion with the RFP submission as required in the instructions?
	ANSWER	Attachment B , entitled <u>AGREEMENT ON TERMS OF DISCUSSION</u> can be found on page 25 of the solicitation document.
36	QUESTION	Under Attachment F - PRICING AND COMPENSATION PROPOSAL, the COST DETAIL worksheet requests Hours and Amount for 2016, 2017, and 2018. Could you provide an anticipated start date for the project in order to provide this detail for the 24-month period of the project?
	ANSWER	The anticipated start date is on or about April 18 th , 2016.
37	QUESTION	Is the proposer required to have a Civil Engineer on staff that has transportation industry engineering experience, or just the consultant have to have experience of 5 years or more with managing federal grants that includes experience in grants for transportation entities.
	ANSWER	The proposer is required to have 5 or more years of experience with managing federal grants, including experience in grants for transportation entities.
38	QUESTION	What types of grants are providing the funding sources?
	ANSWER	The Port Authority is receiving both FEMA (Public Assistance & HMGP) and FTA funding. Only FEMA funds would be used for any direct administrative costs related to this RFP.
39	QUESTION	Is FEMA’s 428 Alternative Procedures Capped Grant Program part of this program?

	ANSWER	No, it is not.
40	QUESTION	Is the Port Authority participating in the Global Match Program from GOSR?
	ANSWER	The Port Authority is not participating in the Global Match Program from GOSR.

This communication should be initialed by you and annexed to your response to the above-referenced RFP upon submission.

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

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO GUSTAVO ORDUZ, WHO CAN BE REACHED AT (212) 435-5694 or at gorduz@panynj.gov.

THE PORT AUTHORITY OF NY & NJ

RICHARD PEREZ
 PROCUREMENT MANAGER
 FTA/WTC SITE PROJECTS

RESPONDENT'S FIRM NAME: _____

INITIALED: _____

DATE: _____