

October 27, 2017

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ENVIRONMENTAL AND PRELIMINARY ENGINEERING SERVICES FOR THE PORT AUTHORITY BUS TERMINAL REPLACEMENT PROGRAM ON AN “AS-NEEDED” BASIS FOR 2017 THROUGH 2020 (RFP# 50589)– ADDENDA #4

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposals (RFP), dated September 25, 2017 as follows:

In the RFP letter:

1. Section III. Proposal Submission Requirements, item M., after the last line ending with “submission will not be accepted”, skip a line and insert the following:
 - N. Financial Information - The Proposer will be required to demonstrate that it is financially capable of performing the Agreement resulting from this RFP. The determination of the Proposer’s financial qualifications and ability to perform this Agreement will be in the sole discretion of the Authority. The Proposer shall submit, with its Proposal, the following:
 - (1) Certified financial statements, including applicable notes, reflecting the Proposer’s assets, liabilities, net worth, revenues, expenses, profit or loss and cash flow for the most recent calendar year or the Proposer’s most recent fiscal year.
 - (2) Where the certified financial statements in (1) above are not available, then reviewed statements from an independent Certified Public Accountant setting forth the aforementioned information shall be provided.

Where the statements submitted pursuant to subparagraphs (1) and (2) aforementioned do not cover a period which includes a date not more than forty-five (45) days prior to the Proposal Due Date, then the Proposer shall also submit a statement in writing, signed by an executive officer or his/her designee, that the present financial condition of the Proposer is at least as good as that shown on the statements submitted.

A statement of work which the Proposer has on hand, including any work on which a bid and/or Proposal has been submitted, containing a description of the work, the annual dollar value, the location by City and State, the current percentage of completion, the expected date for completion, and the name of an individual within the Proposer’s Firm that is most familiar with the Proposer’s work on these jobs.

The Proposer’s Federal Employer Identification Number (i.e., the number assigned to firms by the Federal Government for tax purposes), the Proposer’s Dun and Bradstreet

*Procurement Department
150 Greenwich Street
4 World Trade Center, 21st Floor
New York, NY 10007*

number, if any, the name of any credit service to which the Proposer furnished information and the number, if any, assigned by such service to the Proposer's account.

2. Section III. Proposal Submission Requirements, delete item J. and replace with:

- J. In a sealed envelope labeled "Pricing and Compensation Proposal", complete Attachment F, which is accessible in Excel format via the following link: [Attachment F – Pricing and Compensation Proposal](#). After review of all proposals received, the Authority will review the Pricing and Compensation Proposal from the firm whose technical proposal is rated highest.
1. The Consultant's Fixed Fee, in accordance with Section 9.A of the attached Port Authority Standard Agreement (Exhibit II).
 2. Direct Personnel Costs, in accordance with Section 9.B of the attached Port Authority Standard Agreement (Exhibit II). For each billing rate, set forth a breakdown showing salaries and fringe benefits, overhead, profit, and any other component (e.g., vacation, holiday, sick pay, worker's compensation, office rent, insurance, etc.).
 3. Overhead Rate, in accordance with Section 9.C of the attached Port Authority Standard Agreement (Exhibit II). Proposer must provide their most recent certified audited overhead statement and approval/acceptance of the firm's proposed overhead rate by a cognizant agency.
 4. Cost of Subconsultants, in accordance with Section 9.D of the attached Port Authority Standard Agreement (Exhibit II). An hourly rate schedule itemized by name, for each job title, experience and estimated hours to perform the defined scope for each job title.
 5. An itemized list of all Reimbursable Expenses, in accordance with Section 9.E of the attached Port Authority Standard Agreement (Exhibit II).

The due date of this RFP remains November 16, 2017 at 2:00 P.M.

If you have any questions, please contact Ms. Jessica Smith at JL.Smith@panynj.gov

Sincerely,

Joann Spirito
Manager, Federal Procurement & Compliance
Procurement Department