

June 19, 2013

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL SERVICES FOR LAGUARDIA AIRPORT REDEVELOPMENT PROGRAM ROADWAY AND RELATED INFRASTRUCTURE SYSTEMS

Dear Sir or Madam:

The Port Authority of New York and New Jersey (the “Authority”) is seeking Proposals in response to this Request for Proposals (RFP) for a Consultant to perform expert professional engineering services for the LaGuardia Airport Redevelopment Program Roadway and related infrastructure systems. The scope of the tasks to be performed by you are set forth in Attachment A to the Authority’s Standard Agreement (the “Agreement”), included herewith. You should carefully review this Agreement as it is the form of agreement that the Authority intends that you sign in the event of acceptance of your Proposal and forms the basis for the submission of Proposals.

I. PROPOSER REQUIREMENTS:

The Authority will consider only those firms who are able to demonstrate compliance with the following qualification requirements:

- A. Firm must have successfully completed field inspection, design, and construction oversight services of at least two (2) highway projects, each with a construction value greater than \$200 million completed or substantially completed in the last ten (10) years, and with design fees of greater than \$2 million. Highway projects must include construction of bridges in an urban environment.
- B. Firm must have experience developing construction staging to accommodate restricted lane closures and restricted hours of work for at least two (2) projects of similar complexity and type within the past ten (10) years.
- C. Project Lead Engineer(s) with a minimum of twenty (20) years experience and technical expertise developing design and construction plans for a minimum of three (3) projects of similar complexity and type. At least one project listed shall include a curved bridge. Project Lead Engineer must be a Structural Engineer licensed to practice engineering services in the State of New York.
- D. Lead Electrical Engineer(s) with a minimum of fifteen (15) years experience and technical expertise developing design and construction plans for a minimum of two (2) projects of similar complexity and type. Lead Electrical Engineer shall be licensed to practice engineering services in the State of New York.
- E. Project Manager(s) with a minimum of twenty (20) years experience and technical expertise developing design and construction plans for a minimum of three (3) projects of similar complexity and type.

II. PROPOSAL FORMAT REQUIREMENTS

To respond to this RFP, the Proposer shall submit a concise Proposal complying with the following requirements:

- A. To be acceptable, the Proposal shall be of no more than 70 pages-single-sided or 35 pages-double-sided, using 12 point or greater font size, not including the cover letter, section dividers, Items A, B, C, F, G, J, K, L, and M of Section III below, licenses, certifications, and resumes. Each resume shall be two-page maximum, single-sided or one-page double-sided, using 12 point or greater font size. The Proposal pages shall be numbered and bound, with “Your Firm Name,” and **RFP Number 33695** clearly indicated on the cover.
- B. Each section of the Proposal shall be separated with a tab divider that is labeled in accordance with the letter of the requirements specified below in Section III.
- C. All proposals must be delivered in sealed envelopes and/or packages. Address the Proposal to: The Port Authority of New York and New Jersey, Two Montgomery Street, 3rd Floor, Jersey City, NJ 07302, **Attention: RFP Custodian**. Do not address your Proposal to any other name. You are required to submit one (1) reproducible original and five (5) copies, along with six (6) compact disc copies, of your Proposal for review. In case of conflict, the reproducible original of the Proposal shall take precedence over material on the compact disc.
- D. In each submission to the Authority, including any return address label, information on the compact disc and information on the reproducible original and copies of the Proposal, the Proposer shall use its **FULL LEGAL NAME WITHOUT ABBREVIATIONS**. Failure to comply with this requirement may lead to delays in contract award and contract payments, which shall be the responsibility of the Proposer.
- E. Provide the address of your firm to which any written correspondence should be sent.
- F. Your Proposals should be forwarded in sufficient time so that the Authority receives them **no later than 2:00 p.m. on Thursday, July 18, 2013**. The outermost cover of your submittal must be labeled to include the RFP Number and title as indicated in the “Subject” above. The Authority assumes no responsibility for delays caused by any delivery services.
- G. If your Proposal is to be delivered by messenger, please note that only individuals with proper identification (e.g. photo identification) will be permitted access to the Authority’s offices. Messengers without proper identification will be turned away and their packages not accepted.

III. SUBMISSION REQUIREMENTS:

To respond to this RFP, provide the following information:

- A. In the front of your Proposal, a copy of Attachment B (Agreement on Terms of Discussion) signed by an officer of your company.
- B. Complete a copy of Attachment C (Company Profile).
- C. Demonstrate your compliance with the prequalification requirements listed in “Proposer Requirements” as noted in Section I above.

D. Non-Disclosure Agreement (NDA)

Documents listed in Attachment A, Section V, subsections A and B (except documents numbered 16, 17, 18 and 19 of subsection B) shall only be made available to respondents to this RFP who have completed and submitted a copy of the Authority's [Non-Disclosure Agreement \(Exhibit 1\)](#). Use the following link for instructions: [Exhibit 1 - Instructions](#). Documents listed in Attachment A, Section V, B numbered 16, 17, 18, and 19 will only be made available to the selected Consultant.

Proposer(s) seeking copies of the available documents (CD) must fill out and submit a fully signed PDF copy of the NDA, via e-mail to Mary Lou Rivera at mlrivera@panynj.gov. The e-mail subject line should state the RFP number. The body of the e-mail should include your firm's full name, address, contact name, and contact phone number. As stipulated in the NDA, by its review of the listed documents, the Proposer agrees that it will not use such information for any purpose other than in response to this RFP, and that it will not disseminate such information to any third party.

Promptly after the e-mail request, the original, signed, NDA must be mailed to: The Port Authority of New York and New Jersey, 2 Montgomery Street, 3rd Floor, Jersey City, NJ 07302, Attention: Mary Lou Rivera, Principal Contract Specialist.

E. Qualifications and Experience of Staff.

List the name(s), title(s) and provide resumes of personnel (including subconsultants, if any) who will be assigned to perform the required services.

F. Firm Qualifications and Experience

Provide your firm's qualifications and experience in providing the services contemplated herein. For each project identified, indicate:

1. Description of services provided by your firm;
2. Start and end dates of services performed;
3. Contract value (total value of services performed by you);
4. Indicate whether said projects were completed on schedule and within budget;
5. Hiring entity and contact person (name, title, phone number, email address).

G. Prepare a staffing analysis for performance of each task in Attachment A, using the Excel spreadsheet in the following link: [Attachment D \(Staffing Analysis Sheet\)](#). Include names and titles of the individuals proposed to perform each of the tasks identified as well as the number of hours required to complete each task.

H. Prepare a cost analysis for performance of each task in Attachment A, using the Excel spreadsheet in the following link: [Attachment E \(Cost Analysis Sheet\)](#).

Identify the names and titles of assigned staff, the firm name(s), hours assigned to performance of the tasks indicated, "multiplier" (if applicable), and actual hourly pay rates, as well as billing rates for principals and partners, of specific staff to be assigned to the performance of each task, the total number of hours to be spent by each of them in the performance of each task, and a list of anticipated out-of-pocket expenses.

Note: Out-of-Pocket expenses shall not include daily commutation, housing costs or any relocation costs that may be incurred by your staff in the performance of services under this Agreement.

I. Additional Cost Information Required:

1. The total amount to be paid to you hereunder including reimbursable expenses as provided in paragraph 7 of the accompanying Agreement.
2. Provide a breakdown of the multiplier as indicated in the first line of subparagraph 8.A of the accompanying Agreement (and Attachment D). Indicate all of its components (e.g.: vacation, holiday, sick pay, worker's compensation, office rent, insurance, profit).
3. If proposing the use of subconsultant(s), provide the terms and conditions for their compensation (including their multiplier, and/or billing rates as appropriate), their Minority/Women-owned Business Enterprise (M/WBE) status.

J. A detailed description of the proposed technical approach to be taken for the performance of the required services for each task in Attachment A, and a schedule for completion of said tasks. Factors addressed in your technical approach shall include, but are not limited to, your proposed methodology and strategy for performing the services in Attachment A as well as any specific software or other technology you may employ in the performance of these services.

K. A detailed description of the proposed management approach to performance of the required services. Factors addressed in your management approach shall include, but are not limited to: your proposed organizational structure for delivery of the contemplated services; your proposed approach to ensuring the quality and timeliness of the required work products; and your proposed approach to keeping the client apprised of the project status. If the various completion dates contained in Attachment A cannot be adhered to, you may submit revised dates. However, the fact that you were not able to adhere to the original dates and the extent of the revised dates will be included among the factors that the Authority will consider in evaluating Proposals.

L. Your attention is directed to Paragraph 22 of the Agreement in which the Authority has stated the M/WBE goals for participation in this project. Submit details on how you intend to meet these goals. A listing of certified MBE/WBE firms is available at <http://www.panynj.gov/business-opportunities/sd-mini-profile.html>.

M. A complete list of your firm's affiliates.

N. If the Proposer or any employee, agent or subconsultant of the Proposer may have, or may give the appearance of a possible conflict of interest, the Proposer shall include in its proposal a statement indicating the nature of the conflict. The Authority reserves the right to disqualify the Proposer if, in its sole discretion, any interest disclosed from any source could create, or give the appearance of, a conflict of interest. The Authority's determination regarding any question(s) of conflict of interest shall be final.

O. The Proposer is expected to agree with the standard agreement and its terms and conditions. You should therefore not make any changes in this standard agreement, nor restate any of its provisions in your Proposal or supporting material. ***However, if the***

Proposer has any specific exceptions, such exceptions should be set forth in a separate letter included with its response to this RFP. The Authority is under no obligation to entertain or accept any such specific exceptions. Exceptions raised at a time subsequent to proposal submission will not be accepted. The scope of the tasks to be performed by you are set forth in Attachment A to the Authority's standard agreement.

III. SELECTION PROCESS:

The qualifications-based selection shall take into consideration the following technical criteria listed in order of importance, and subsequently cost, as appropriate. After consideration of these factors, the Authority may enter into negotiations with the firm(s) deemed best qualified, in terms of the forgoing technical criteria, to perform the required services.

- A. qualifications and experience of the proposed staff;
- B. qualifications and experience of the firm, including the quality of similar services provided to others, and the demonstrated ability to complete the services in accordance with the project schedule;
- C. manpower analysis of the contemplated services;
- D. technical approach to performance of the contemplated services; and
- E. management approach for the performance of the contemplated services.

IV. ORAL PRESENTATIONS:

After review of all Proposals, an oral presentation to the selection committee and others, as appropriate, may be requested. It should be noted that firms selected to make presentations may be given short advance notice. Presentations will be limited to 30 minutes, and should include material contained in your Proposal. The presentation will be followed by an approximately 30-minute question and answer session. Proposer's staff providing the presentation shall be led by the proposed Project Manager, who may be supported by no more than four (4) other senior staff members proposed to work on this project. Notification of presentation scheduling is made by email. Please provide the name, telephone number, and email address of the person who should be contacted for presentation scheduling as well as an alternate in the event that person is unavailable.

V. ADDITIONAL INFORMATION:

Proposers are advised that additional vendor information, including, but not limited to forms, documents and other related information, may be found on the Authority website at <http://www.panynj.gov/business-opportunities/vendor-information.html>, and to Monitor <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html> for RFP updates and addenda. If your firm is selected for performance of the subject services, the agreement you will be asked to sign, at that time, will include clauses entitled "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 Ethics Certification; Certification Of No Solicitation Based On Commission, Percentage, Brokerage, Contingent Or Other Fees." By submitting a Proposal the Consultant shall be deemed to have made the certifications contained therein unless said Consultant submits a statement with his Proposal explaining why any such certification(s)

cannot be made. Such a submission shall be submitted in a separate envelope along with your Proposal, clearly marked "CERTIFICATION STATEMENT."

It is Authority policy that its contractors and vendors comply with the legal requirements of the States of New York and New Jersey. Your attention is therefore called to New York State's requirements that certain contractors, affiliates, subcontractors and subcontractors' affiliates register with the New York State Department of Taxation and Finance for the purpose of collection and remittance of sales and use taxes. Similarly, New Jersey requires business organizations to obtain appropriate Business Registration Certificates from the Division of Revenue of the State's Department of the Treasury.

Following selection of a Consultant, the Authority will forward two copies of the Agreement to the selected firm, which must sign and return both copies. The return to you of one copy executed by the Authority will effectuate the Agreement.

Should you have any questions, please contact Mary Lou Rivera, Solicitation Manager, by email at mlrivera@panynj.gov. All such correspondence must have your name, title, company, mailing address, telephone number and state "RFP 33695" in the subject line. The Authority must receive all questions no later than 2:00 P.M., seven (7) calendar days before the RFP due date. Neither Ms. Rivera nor any other employee of the Authority is authorized to interpret the provisions of this RFP or accompanying documents or give additional information as to their requirements. If interpretation or additional information is required, it will be communicated by written addendum issued by the undersigned and such writing shall form a part of this RFP, or the accompanying documents, as appropriate.

Proposal preparation costs are not reimbursable by the Authority, and the Authority shall have no obligation to a firm except under a duly authorized agreement executed by the Authority.

No rights accrue to any Proposer except under a duly authorized agreement for performance of the specified services.

The Authority reserves the right, in its sole and absolute discretion, to reject all Proposals, to undertake discussions and modifications with one or more Consultants, to waive defects in Proposals, and to proceed with that Proposal or modified Proposal, if any, which in its judgment will, under all the circumstances, best serve the public interest.

Sincerely,

Tim Volonakis
Assistant Director
Procurement Department

Attachments

ATTACHMENT A

**PERFORMANCE OF EXPERT PROFESSIONAL SERVICES FOR
LAGUARDIA AIRPORT REDEVELOPMENT PROGRAM
ROADWAY AND RELATED INFRASTRUCTURE SYSTEMS**

I. BACKGROUND

The Port Authority of New York and New Jersey (the “Port Authority” or “Authority”) is a municipal corporate instrumentality and political subdivision of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal, and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States. The Authority manages and/or operates all of the region’s major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia, and Stewart International Airports), marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook, and Brooklyn Piers); and interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital “Gateways to the Nation.”

The Authority’s facilities also include all of its wholly owned subsidiaries, such as but not limited to The Port Authority Trans-Hudson Corporation (PATH), a heavy-rail rapid transit system, operating 24 hours a day, seven days a week, serving as a critical link in the New York-New Jersey transportation network.

LaGuardia Airport (LGA) is one of our nation’s leading domestic gateways for business and leisure travel. Each year about 24 million passengers use LGA to fly on approximately 20 scheduled airlines that operate out of the airport.

LGA’s Central Terminal Building (CTB) was dedicated on April 17, 1964, and serves most of the airport’s scheduled domestic airlines. However, the current CTB does not meet the standards of a modern airport terminal in terms of aircraft spacing, hold rooms, concessions, as well as other aspects including building condition and systems. In addition, current and forecasted deficiencies to the airside, terminal, and landside infrastructure systems need to be addressed in order to maintain acceptable customer service levels.

A comprehensive planning and preliminary engineering effort that concluded in early 2013 recommended a new CTB, an airside plan that included new utility systems and an entirely new landside roadway system to accommodate the proposed terminal design, meet future expected demand, and provide the required traffic flow to the rest of the airport, including Terminals C and D.

II. SCOPE OF WORK

The services of the Consultant shall generally consist of preparing Final Design and Contract Documents (Stage III) and performing Post Award Services (Stage IV), which shall include

but not be limited to, demolition and/or modifications to existing structures, and the design of the new landside roadway system and temporary on-grade roadways and structures for the maintenance of traffic during construction, based upon the functional plans, and referenced documents included herewith and made a part hereof (See Section V, below). The new landside roadway system consists of twenty (20) distinct structural bridges, the existing 94th Street Bridge, the existing 102nd Street Bridge, retaining walls, on-grade roadways, overhead sign structures, storm drainage and electrical systems. The bridges, underpass, and retaining walls included in this project are shown on drawings SK003 and SK004 referenced in Section V of this document. The project limits begin just east of Guard Post 1 at Runway Drive and include the Grand Central Parkway flyover, the 94th Street entry to the airport, the 102nd Street entry to the airport, the CTB frontage and recirculation roadways. The project limits are shown on drawings SK001 and SK002 referenced in Section V of this document. Services shall also include the design of a 900-foot long utility tunnel, which will carry utilities from the proposed Central Heating and Refrigeration Plant (CHRP) to the new CTB and cross beneath the 102nd Street Bridge.

The Consultant shall be responsible for all involved disciplines, except as otherwise noted herein. The Consultant shall coordinate all services hereunder with other LGA contracts, as required by the Authority.

III. DESCRIPTION OF CONSULTANT'S TASKS

The services of the Consultant shall include but not be limited to:

TASK A – DOCUMENT REVIEW

Review all relevant documents and information provided by the Authority. The Consultant shall estimate 300 hours of staff time for performance of Task A.

Any required data, not otherwise available, shall be collected in performance of Task D, Field Inspection and Verification.

TASK B – DESIGN MEETINGS AND PRESENTATIONS

1. Attend a project kick-off meeting, bi-weekly progress meetings, and presentations, as required by the Authority. Estimate a total of 50 meetings, at 25 staff hours per meeting (inclusive of meeting minutes preparation).
2. Record, and subsequently distribute for review and comment, draft minutes. Minutes shall identify items requiring follow-up action. Incorporate Authority comments and follow up action items, as appropriate, and resubmit minutes as final within five (5) business days of receipt of Authority comments.
3. Prepare presentation material for meetings, as required.
4. Meetings shall take place within the Authority facilities or offices, or at the Consultant's offices as determined by the Authority.
5. Provide renderings, models, and animations required for Authority presentations. Estimate 1000 staff hours for performance of this work.
6. Post-award meetings shall be included under Task L.

TASK C – DESIGN SCHEDULE

Submit a draft schedule/Work Breakdown Structure (WBS) for Authority review within 30 days of Notice to Proceed (NTP). The project schedule shall be prepared using Primavera P6 or industry software compatible with P6 and be submitted monthly via a live P6 file and PDF version.

The schedule shall be updated and submitted on a monthly basis (see Schedule of Submissions, Section IV, below). Said schedule shall be submitted as a draft, and upon incorporation of Authority comments by the Consultant, submitted as final. The draft schedule(s) shall include or provide for, but not be limited to:

1. meetings/presentations;
2. project milestones and interdependencies;
3. tasks/sub-tasks and other activities (e.g. permits);
4. review and incorporation of Authority comments, and submission of a final monthly schedule by the Consultant; and
5. all activities required to complete each task and the staff assigned to proponents of each task.

The schedule shall provide for completion of the Consultant's services, through Task J below, within 12 months from NTP. The duration of Task K through L shall not exceed 45 months.

TASK D – FIELD INSPECTION AND VERIFICATION

Stage/coordinate all field surveys, inspections, and site visits with Authority staff, as required, at least four (4) weeks in advance.

1. Maintenance of Traffic (MOT) drawings shall be prepared for the Consultant's field inspections, (and for all stages of the project through construction). Submit MOT drawings related to the Consultant's field services, to the Authority for approval, prior to scheduling fieldwork. The Consultant shall be responsible for coordinating with the Authority for all lane closures required for the field inspections services.
2. Prior to performing any field inspections, meet with Authority staff to review Authority data relevant to the inspection.
3. Conduct a field inspection to verify conditions including taking all appropriate field measurements, and supplementing information provided by the Authority, as required.

Areas to be inspected shall include, but are not limited to:

- a. The 102nd Street Bridge
 - b. The 94th Street Bridge
 - c. The Bridge L1 Entrance Ramp over the Grand Central Parkway
 - d. The Central Terminal frontage and recirculation roadway bridges
 - e. Areas under new roadway structure alignment
4. Determine the location and extent of each deficiency including the potential impact to the contractor's services and the erection of temporary structures.

5. Develop subsurface investigation, field survey, topographic survey, laboratory and geotechnical testing programs, as required. The Authority will perform all subsurface, field, topographic, laboratory and geotechnical testing, as necessary, in consultation with the Consultant. Record all field data detected by the Authority, and incorporate all field service and laboratory test data into the work products as appropriate.
6. Work with the Authority as required to verify the existing Intelligent Transportation System (ITS) subsystems.
7. Provide all equipment including rigging, temporary structures, scaffolds and ladders as required to inspect the structure.
8. Upon completion of field inspection services, submit a draft report documenting your findings. Incorporate Authority comments as required and resubmit the report as final.

TASK E – DESIGN CRITERIA SUMMARY

Prepare and submit a detailed summary of all criteria used in performance of the required design services. The Consultant's design shall comply with all codes, ordinances, statutes, rules, regulations and laws, as well as the Authority's Engineering Design Guidelines and Sustainable Design Guidelines as appropriate, which can be accessed at the following links: [Sustainable Buildings Guidelines](#); [Sustainable Infrastructure Guidelines](#); [Design Guidelines Introduction](#) [Architecture](#), [Civil](#), [Electrical](#), [Environmental](#), [Geotechnical](#), [Mechanical](#), [Structural](#), [Traffic](#) (Refer to Section V, below, Engineering Available Documents for web addresses).

Additionally, the structural design criteria shall, at a minimum, conform with the following:

1. New York State Departments of Transportation (NYSDOT) LRFD Bridge Design Specification and American Association of State Highway and Transportation Officials (AASHTO) LRFD Bridge Design Specifications. In addition to NYSDOT requirement, the vehicular design live loads shall include a Striker 4500 Fire Truck.
2. NYSDOT Standard Design Specifications for Structural Supports for Overhead Sign Structures.
3. AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals.

TASK F – ENVIRONMENTAL PERMITS AND REQUIREMENTS

1. Identify environmental requirements for construction which shall include but not be limited to noise restrictions, soil erosion, storm water management, permitting associated with the foundation alternatives and abatement of lead based paint and/or asbestos materials.
2. Submit a list of all permits required from other agencies, including but not limited to NYC Parks Department, NYCDEP, NYSDOT, and NYCDOT. In addition, include permits for obtaining right-of-entry for road and lane closures, detours, temporary traffic signal installation, and other traffic control and pattern modifications.
3. Prepare all the permit applications (including required materials and drawings), and submit to the Authority. The Authority will review, approve and submit the permit application to the appropriate agency. If revisions are required, the Consultant shall resubmit the revised application for review and approval by the Authority.

TASK G – FINAL DESIGN AND CONTRACT DOCUMENTS

Prior to the performance of this task, you shall submit your specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the final design and the preparation of Contract Drawings and Specifications specified herein. At completion of the Contract Documents (signed mylars), submit a letter to the Chief Engineer signed by the firm's principal certifying that the Consultant has performed the Quality Control/Quality Assurance Program as defined by the Consultant at the start of work.

The Consultant shall be responsible for producing contract drawings that comply with the [PA – Engineering/Architectural Design \(EAD\) CADD Standards](#); [PA – Engineering/Architectural Design \(EAD\) BIM Standards](#) and [PA – Contract Unit Review Standards](#) (Refer to Section V – Engineering Available Documents for web addresses). The engineering drawings shall be prepared in both AutoCAD DWG and Design Web Format (DWF).

The Consultant's design services shall include development of a 3D model of the roadway system using AutoCAD civil 3D software.

The Authority has prepared [PA – Standard Technical Specifications Index](#) (Refer to Section V – Engineering Available Documents for web address), which must be used to the maximum extent and may not be altered or revised in any way by the Consultant. Since these Standard Technical Specifications may contain materials and related procedures, which are not appropriate to the specific Contract being proposed, the contract drawings must clearly define the materials and scope of work.

1. Contract Drawings: Based upon approval by the Authority of the Consultant's work products developed in performance of the forgoing tasks, prepare a final design and Contract Drawings for work to be performed by a Contractor which shall include, but not be limited to, the appropriate work items contained in the preceding tasks and the following:
 - a. Structural Engineering:
 - 1) Title sheet, general site plans and elevations, areas of work, areas for contractor's use, index of drawings, project construction staging plans (see Task H) and general notes for the scope of work.
 - 2) Develop contract drawings and specifications for the construction of new roadway and pedestrian bridges, existing bridge modifications, retaining walls, overhead sign structures, underground sanitary and utilities structures, and any other project associated structures identified in the scope of work. Contract drawings for all structures shall include, but not be limited to, location plans, foundation plans including piles or drilled shafts details, superstructures framing plans, elevations, sections, and details including concrete reinforcement, steel bolted and welding connections, post-installed anchors, camber diagrams, moment and shear tables. Demolition for existing bridges, retaining walls, overhead sign structures, foundations, shall be shown on contract drawings. Clearly identify dimensions, elevations, quantities and material properties for all structural items shown on the contract drawings.
 - 3) A steel girder superstructure shall be specified for all new bridges.

- 4) Locations, details, design loads and performance criteria for the 102nd St. Bridge, temporary supports, and temporary work platforms required to maintain traffic as required. Structural notes shall specify that the Contractor shall be responsible for the design, construction, daily maintenance and removal of all temporary structures.
- b. Electrical Engineering:
- 1) Electrical communication and electronics equipment shall be located to avoid interference with structural work, and to provide necessary clearances for the roadways.
 - 2) Provide details for lighting of temporary ramps.
 - 3) Identify electrical power sources and loads that will be affected by interruption of power during replacement of the electrical equipment and raceways. Provide one-line, block or riser diagrams clearly indicating the above equipment.
 - 4) Provide staging requirements for replacement of electrical and electronics equipment (including power and communication) as required.
- c. Electronics Engineering
- 1) Prepare contract drawings and specifications for the Electronic discipline including plan, one-line diagrams, system design, and conduit/cable schedules.
 - 2) Develop a Communications backbone to support the Traffic ITS program. All Roadway Redevelopment shall provide connectivity for the roadway ITS communication systems within the existing LGA fiber network.
 - 3) Prepare phasing of electronic systems and equipment demolition and/or decommissioning and removals.
 - 4) Provide details for interfacing with the electronic traffic roadway control systems, to include but not be limited to:
 - a) Providing a design for dynamic Variable Message System (VMS) Signage, applications to include but not be limited to: advertising, flight information and traffic management. Controls of this system shall reside inside the new CTB Operations Control Center (CTB-OCC).
 - b) Provide for the integration of the existing CCTV Traffic system cameras into the new CCTV Traffic networked system that will provide images inside the new CTB-OCC. This work shall not be confused with or integrated with the Perimeter Intrusion Detection System operational center.
 - c) Provide the infrastructure related to the Road Weather Information System the landside areas.
 - d) Provide a minimum of four (4) Transit Readers throughout the LGA roadways. This equipment is E-Z Pass Reader type equipment. Coordination effort with the Authority Traffic discipline shall be required
 - e) Provide vehicle detection sensors to collect traffic flow parameters, including phasing, traffic volumes, speed, occupancy and classification.

- 5) Emergency Telephones are required to report emergency calls to the Police Desk. Emergency Phones shall be vandal and weather resistant and shall include illuminations and signage for clear sight-distance identification.
- d. Civil Engineering:
- 1) Prepare contract drawings for all roadway elements including roadway baseline, tie-sheet, horizontal and vertical alignments, horizontal alignment coordinates and curve data information, superelevation. For all proposed roadways include the structures, ramps and temporary roads where required.
 - 2) Prepare contract drawings for all new utilities, utility relocation, paving, grading and drainage plans and all related construction details and specifications for the at-grade roadway sections and structures as required.
 - 3) Provide elevations and sections to depict geometry, typical construction, curbs, barrier walls, sidewalks and to demonstrate staging.
 - 4) Roadway pavement design shall be based on assumptions for projected vehicular traffic flow for at grade roadways.
 - 5) Identify impacted properties, right-of-way requiring permanent or temporary land acquisition. In addition, identify properties requiring permanent subsurface easement agreements as well as the limits of temporary surface and permanent subsurface easements.
 - 6) Provide details for new drainage structures grates, in compliance with NYDEC requirements.
 - 7) Coordinate design of roadways and utilities with NYCDEP, NYSDOT and other agencies and utilities companies as required.
 - 8) Provide plans and details for fencing, paving and pavement restoration for areas designated for the contractor's use and staging as required.
 - 9) All mapping, horizontal and vertical alignments shall be prepared in the following datum:
 - a) Horizontal Control: Coordinates shall be referenced to the North American Datum of 1983, (NAD83) and the New York State Plane Coordinate System, East Zone (NYSPCS East).
 - b) Vertical Control: Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88).
- e. Traffic Engineering:
- 1) Prepare contract drawings for all permanent roadway signs and supports, and pavement markings. The Authority shall provide the conceptual sign message, size, type, and location for the permanent roadway guide signs, and conceptual pavement marking layouts. Design all roadway guide signs and parking lot signs (vehicular and pedestrian) in accordance with the PANYNJ Airport Guide Sign Design Manual, (Refer to Section V – Engineering Available Documents) using the Gerber Omega software produced by Gerber Scientific Products, Tolland, Connecticut. The Authority shall provide the electronic files (Gerber, CAD and JPEG versions) of logos and symbols used on airport signs.

- 2) Verify that all proposed overhead signs properly align with vehicle headlights to produce the required retroreflectivity qualities in accordance with the current Federal Manual on Uniform Traffic Control Devices (MUTCD). Provide adequate lighting to ensure the proper visibility of all proposed signs, and wherever the vertical or horizontal alignment of the roadway reduces the ability of headlights to properly illuminate the sign.
- 3) Determine the conditions that warrant installation of traffic barrier and the dimensional characteristics of the installations, based on AASHTO's Roadside Design Guide. Design slopes to avoid the need for a traffic barrier whenever possible.
- 4) The MOT drawings shall show the appropriate temporary traffic control devices for maintaining access for all vehicles, pedestrians, bicycles, and construction operations. This may include temporary signs, pavement markings, traffic signals, barriers, impact attenuators, and ADA compliant pedestrian access. Temporary traffic signal designs are required at approximately six (6) locations and shall conform to the current MUTCD in addition to the requirements of the agency having jurisdiction.
- 5) Develop Traffic Signal contract drawings for seven (7) locations. Design drawings shall be prepared showing the traffic signal layouts, striping, signing, phasing, timing, vehicle detection, wiring, pullboxes, conduits, and controller cabinets. Prepare signal phasing and timing based upon capacity analysis to be provided by the Authority. Design the foundations for the traffic signal structures.
- 6) Base all ITS work on the conceptual designs provided by the Authority and the approved design criteria, as appropriate.
- 7) Prepare final design drawings, technical specifications, and cost estimates for identified subsystems and their integration to perform surveillance, control, and information dissemination functions. The integrated ITS subsystems include vehicle detection sensors, video surveillance, road weather information, dynamic message signs, and travel time readers. TRANSMIT readers will communicate with regional TRANSCOM system using CDMA wireless technology. The integrated ITS system shall adopt an open system architecture to allow integration with enterprise network infrastructure and services in accordance with the agency's ITS Strategic Plan and enterprise approach to technology deployment as well as the IT infrastructure master plan. The system shall have the capability to be monitored and controlled from the new LGA Communications Desk/future LGA Traffic Management Center to be located at the CTB.
- 8) Prepare contract drawings detailing the communication system connecting all new and existing traffic signals to the Authority's Centralized Traffic Signal Management System – Siemens Tactics. The system shall be in compliance with NTCIP standards and capable of being monitored and controlled over the PAWANET at terminals located at the LGA Communications Desk and the TMC at 2 Gateway, Newark, NJ. All LGA traffic signals shall be configured into the Siemens Tactics system and Graphical User Interface (GUI). The two (2) existing traffic signals are located at Marine Terminal Road and Bowery Bay Boulevard,

and Marine Terminal Road and Fiorello Drive, and will require new communication hardware within the existing controller cabinets.

f. Environmental Engineering:

- 1) Prepare specifications and contract drawings for:
 - a) Abatement of lead based paint
 - b) Removal and disposal of asbestos containing materials
 - c) Soil erosion
- 2) Prepare a drawing and supporting calculations showing the drainage area map.

g. Plumbing Engineering:

- 1) Prepare load calculations and perform code review for all applicable plumbing systems and equipment.
- 2) Provide irrigation systems or restore existing irrigation systems and associated appurtenances as required within the scope of roadway work.
- 3) Prepare and submit contract documents including the following:
 - a) Catalog cuts for the selection of new and replaced components of the equipment.
 - b) Load calculations for all applicable systems.
 - c) Installation plans, part plans, sections, equipment details, schedules and notes.
 - d) Space requirements for plumbing equipment, including piping routing (with sizes), manufacturers recommended maintenance clearances, dimensions shall be indicated on plans.
 - e) Custom technical specifications for equipment or system not on the Authority's standard technical specifications.

h. Mechanical Engineering:

- 1) Coordinate the following mechanical items:
 - a) Ventilation
 - b) Lighting
 - c) Termination points and routing
- 2) Drawings shall include fully dimensioned plans and sections of all equipment, systems and components which planned be installed in the utility structure.

i. Landscape Architecture:

Prepare contract drawings including plans and details. Drawings shall include, at a minimum, frontage landscape plan(s), plant schedule(s), tree removals, tree protection, grading, compost, seeding and hardscape (permeable pre-cast concrete paver system and gravel mulch) required to install the roadway system.

- j. Geotechnical Engineering:
 - 1) Evaluate alternative foundation types for the various roadway structures. This evaluation shall take into account soil conditions, proximity to existing structures and utilities, foundation footprint, low headroom conditions, airport height restrictions, and static and seismic loading.
 - 2) Perform site specific seismic analysis for new elevated roadways and bridge structures in accordance with AASHTO LRFD Bridge Design Specifications and the NYSDOT Blue Pages. The following two levels of earthquakes should be considered:
 - a) On-Airport Bridges (Essential Classification)
 - b) Bridges over the Grand Central Parkway (Critical Classification)
 - 3) Review and compile all subsurface information in Authority files. If, as part of the design effort, the Consultant determines that additional subsurface soil investigation and testing is required, the Consultant shall prepare the scope of work for the required program and submit it to the Authority for approval. The Authority's subcontractors and/or in-house laboratory will perform Borings and additional field or laboratory testing.
 - 4) At a minimum, perform the following geotechnical design, including the seismic analysis:
 - a) Deep foundations supporting new elevated roadways and bridges
 - b) Retaining walls and embankments design
 - c) Underground utility supports design
 - d) Evaluation of downdrag effects on deep foundation members
 - e) Settlement evaluation for structures not supported on deep foundations
 - 5) Prepare custom specifications for work not covered by Authority standard specifications.
- 2. Design Calculations and Diagrams: Submit complete design computations and design drawings including but not limited to structural framing and supports, member design and foundations.
 - a. Calculations shall clearly distinguish between new and existing construction. Documents from which existing dimensions and existing member properties were obtained shall be referenced in the calculations.
 - b. Design calculations for design review/audit shall be submitted at the 100% Authority Agency wide review.
 - c. All technical software employed by the Consultant for analysis, design, or submission as a computer output/deliverable, used for assistance in making any of the project/technical decisions and/or demonstrating compliance with any applicable codes, regulations, specifications, and standards, including those provisions specifically requested by the Authority, shall have been validated by the Consultant and subconsultants (as appropriate) to ensure that the output results are acceptable, correct, and consistent with the input parameters and assumptions and that the

software is suitable and sufficient for the specific types of work encountered. This requirement for the validation of technical software applies to all commercial off-the-shelf or in-house developed software (e.g., Excel spreadsheets and MathCAD worksheets).

- d. Submit with calculations, indexed and clearly identified input and output sheets including design constants, equations used and all references.
 - e. All engineering calculation sheets shall be numbered, dated, and indexed and shall include the names of their originator(s) and checker(s). The index sheets shall define the total number of sheets submitted and shall bear the seal and signature of an engineer holding a Professional Engineer's license in the State of New York who is familiar with and responsible for the design.
3. Technical Specifications and other requirements: Comply with the Authority's [Contract Unit Review Standards](#) and [Standard Technical Specifications Index](#) (Refer to Section V – Engineering Available Documents for web addresses).
 4. If the Consultant is required to provide a technical specification not made available by the Authority (custom specifications), the following shall apply: Any technical specifications prepared by the Consultant shall be in the same format as the Authority standard technical specifications and the Consultant shall make any changes therein requested by the Authority throughout its various reviews.
 5. Sole Source Documentation
 - a. Sole Source criteria and scope shall be provided in contract documents based on information provided by the Authority.
 - b. Provide Sole Source documentation for any equipment or services deemed necessary to be procured on a sole source basis. Sole source documents shall include vendor's formal quotation based on Final Contract Documents clearly identifying the scope of sole source procurement.

Other than hard copies of specifications prepared by the Consultant that are to be submitted to the Authority as noted herein, submit computer compact disk (CD) in ASCII format copies of said specifications. The CD shall contain the specifications in Microsoft Word format (latest version) and be labeled with the contract title and the contents of the disk (i.e. Technical Specifications).

6. Request for Qualification Documentation

Develop and evaluate responses to Request(s) for Qualifications.

TASK H – CONSTRUCTION STAGING PLAN

1. Prepare a Construction Staging Plan, developing and evaluating schemes for staging complex demolition and construction work.
2. Prepare a draft report and drawings documenting the recommended construction-staging plan. The report shall include but not be limited to a traffic analysis of all roadways/intersections in all stages of construction to verify that acceptable Levels-of-Service and queuing will be maintained, as determined by the Authority.

3. The Consultant shall provide an animation and 3D model which demonstrates the staging throughout all stages of construction.

TASK I – CONSTRUCTION COST ESTIMATE

Prepare a detailed construction cost estimate based upon Task G - Final Design and Contract Documents and in accordance with the Authority's [Estimating Guidelines](#) (Refer to Section V – Engineering Available Documents for web address). Cost estimates shall include but not be limited to separate costs for labor, equipment, and materials, detailed construction costs for temporary structures including roadways, supports, deck plating, work platforms as well as temporary and permanent modifications or relocation of existing conditions, structures, and utilities. In addition, the cost estimate shall reflect conditions and precautions, winter suspensions, mobilization, shop drawings, hours of work and security requirements in addition to recent trends of price escalation.

TASK J – CONSTRUCTION SCHEDULE

Provide an estimate of the time required to complete construction; incorporating staging and permits as well as estimated delivery times for all long lead-time items. The construction schedule shall be prepared using Primavera P6 or industry software compatible with P6.

TASK K – BID PERIOD DUTIES

1. Preparing responses to questions asked by bidders during the bid period.
2. Prepare and submit, at least one month before the contract is bid, an outline list of required contractor's submittals, including but not limited to, working drawings, catalog cuts, samples, certificates, and test reports.
3. Prepare Contract addenda including Contract Drawing revisions and engineering calculations, as necessary or as requested by the Chief Engineer, for approval and issuance by the Authority. Furnish originals for final printing.
4. Conform Technical Specifications and Contract Drawings to addenda when directed by the Chief Engineer after award of the Contract.
5. Upon request, assist Authority staff in Items specified below. Authority staff will:
 - a. Prepare Information for Bidders, Form of Contract, Division 1 of the Specifications and the Analysis of Bid and Contract Progress Schedule.
 - b. Review with, and transmit comments from, various Authority Departments to the Consultant for incorporation into the Contract Documents.
 - c. Review addenda with and obtain approval of various Authority Departments.

TASK L – POST AWARD DUTIES

1. Submit a Quality Control/Quality Assurance Program for the professional services to be performed in connection with the performance of your Post Award Duties specified hereunder.
2. Review and approve or disapprove all working drawings, catalog cuts and samples for conformance with the Specifications and Contract Drawings within 5 working days after receipt of said articles from the Contractor, for those articles for which you are Engineer-

of-Record. Indicate any corrections and additions as required. Advise the Authority thereof giving the reasons for your decisions. Make all required distributions through final approval. Ten (10) copies of each working drawing are required.

3. Provide two (2) full time on-site professional engineers (ASCE Grade IV minimum) for the duration of construction. One of the two on-site engineers shall be a traffic engineer. Assume 42 months for duration of construction.
4. Upon completion of construction, modify the Contract Drawings to "Drawings of Record" conditions and certify the same. The Contractor shall furnish "as-built" information that is to be used to create the Drawings of Record. Verify the accuracy of the "as-built" information.
5. Evaluate alternative construction details and materials, as requested by the Authority.
6. Make post-award contract changes with detailed estimates and conduct site inspections as required for the changes.
7. Maintain clear, dated records of all pertinent documents including but not limited to transmittals, submittals, and responses, RFI and responses, meeting minutes, shop drawing mark-ups; designs, calculations or drawings prepared during the construction phase. These documents shall be forwarded to the Authority in bound form for official files.

Compensation for the evaluations and changes referred to in items K and L above shall be computed in accordance with the paragraphs of the Agreement relating to compensation and shall not be charged against the estimated cost, provided that none of these items result from non-compensable work.

IV. SCHEDULE OF SUBMISSIONS

Submit the work products identified in Section III for review by the Chief Engineer within the number of calendar days stipulated below (Completion Date in Elapsed Time) after formal receipt of one copy of the Agreement executed by the Authority and NTP.

<u>Deliverable List</u>		<u>Submission Requirements</u>	<u>Due (calendar days after NTP)</u>
A. STAGE 3 – FINAL DESIGN			
1	Submit Project Schedule, including WBS	15 paper copies 1 electronic (pdf) copy Live P6 file	30 days; once monthly after first submission)
2	Submit Design Criteria Summary	1 electronic (pdf) copy	30 days
3	Submit Quality Control Plan	1 electronic (pdf) copy	45 days
4	Field Inspection Report	10 paper copies 1 electronic (pdf) copy	100 days
5	50% complete contract documents, including specification list, c-specs, construction estimate and staging plan	30 - 11 x 17 paper copies 2 – full size paper copies 1 electronic copy (DWF/DWG) (Authority CADD Audit)	130 days

6	Authority provides comments on 50% complete contract documents and performs CADD Audit		150 days
7	100% complete contract documents for Authority Agency wide Review including specification list, c-specs, construction cost estimate, staging plan, and Quality Control/Quality Assurance Documentation	30 - 11 x 17 paper copies 2 – full size paper copies 1 electronic copy (DWF)	250 days
8	Authority performs Authority Wide Review and provides comments		275 days
9	Incorporate comments		290 days
10	Contract Drawings for Law review	5 paper copies 1 electronic copy (DWF)	300 days
11	Authority performs Law review and provides comments		310 days
12	Incorporate Law Review comments		325 days
13	Signed Mylars	Signed Mylars 1 electronic copy (DWF/DWG)	330 days
B. STAGE 4 – CONSTRUCTION			
1	Submit Quality Control Plan	1 electronic (pdf) copy	450 days*
2	Drawings of Record	Signed Mylars 1 electronic copy (DWF/DWG)	1260 days*
*Estimated Completion Date in Elapsed Time will depend on Award date of Agreement.			

V. INFORMATION AND MATERIALS PROVIDED BY THE AUTHORITY

The Authority will make available for the Consultant’s information documents listed below. These documents specified below under “A” were not prepared for the purpose of providing information for the Consultant under the present work but they were prepared for other purposes, and do not form a part of this Agreement. The Authority makes no representation or guarantee as to, and shall not be responsible for, their accuracy, completeness or pertinence, and, in addition, shall not be responsible for the conclusions to be drawn there from. The documents are available to the Consultant for informational purposes only as they are in the possession of the Authority, whether or not such information may be accurate, complete or pertinent, or of any value to the Consultant. The documents specified under “B” below were prepared for the subject work or are applicable thereto, and form a part of this Agreement.

Said documents are as follows:

A. CONTRACT DOCUMENTS

<u>CONTRACT NO.</u>	<u>CONTRACT TITLE</u>	<u>YEAR</u>
D261020	Grand Central Parkway 94 th Street Interchange Improvements Project	2009
Q-A-G-5525	Bridge over Grand Central Parkway from Ditmars Boulevard to LaGuardia Airport at Twenty-Third Avenue dated 1941	1941
Package No. 3	Continental Eastern, East End Terminal LaGuardia Airport, New York, Elevated Roadways, Piles and Foundations Drawings SR-3 to SR-20B (20 Drawings Total)	1990
LGA 110.113	LaGuardia Airport Parking Garage Overpass	1993
LGA 110.055	LaGuardia Airport East End Roadway Modifications Phase II	1986
LGA 110.074	LaGuardia Airport Relocation of 27 KV Feeders (LGA 124.138 Reference Drawing, 3 Drawings total)	None
LGA 124.041	LaGuardia Airport East End Roadway Improvements 102 nd Street Bridge Rehabilitation	2003
LGA 124.138	LaGuardia Airport Rehabilitation of Bridge Structures L1 and L2	2006
LGA 270.008	102nd Street Bridge	1959
LGA 270.024	LaGuardia Airport Roadway Modifications Exit to Grand Central Parkway	1981
LGA 360.360ER	LaGuardia Airport Elevated Roadway	1967
LGA 370.001	LaGuardia Airport Eastbound Connection to Elevated Roadway from Grand Central Parkway (LGA 124.138 Reference Drawings, 8 Drawings total)	1962
LGA 370.002	LaGuardia Airport Terminal Superstructure – Elevated Roadway Over Grand Central Parkway (LGA 124.138 Reference Drawings, 54 Drawings total)	1962

B. DOCUMENTS PREPARED FOR THE SUBJECT WORK

Engineering Available Documents

1. Estimating Guidelines

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-estimating-guidelines.pdf>

2. PA – Central Survey Group (CSG) CAD Standards

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-csg-cad-standard.pdf>

3. PA – Engineering/Architectural Design (EAD) BIM Standards

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-ead-bim-standard-manua-september-2012.pdf>

4. PA – Engineering/Architectural Design (EAD) CADD Standards

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-ead-cad-standard.pdf>

5. Project Delivery – Roles and Responsibilities

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-revised-roles-responsibilities.pdf>

6. PA – Standard Technical Specifications Index

<http://www.panynj.gov/business-opportunities/pdf/engineering-consultants-standard-specifications-index.pdf>

7. PA – Contract Unit Review Standards

<http://www.panynj.gov/business-opportunities/pdf/contracts-unit-review-standards.pdf>

8. PA – Sustainable Buildings Guidelines

http://www.panynj.gov/business-opportunities/pdf/PANYNJ_sustainable_buildings_guidelines.pdf

9. PA – Sustainable Infrastructure Guidelines

http://www.panynj.gov/business-opportunities/pdf/PANYNJ_sust_infra_guidelines.pdf

10. Design Guidelines Introduction

<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/design-guidelines-introduction.pdf>

a. Architecture

<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/architecture.pdf>

b. Civil

<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/civil.pdf>

- c. Electrical
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/electrical.pdf>
- d. Environmental
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/environmental.pdf>
- e. Geotechnical
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/geotechnical.pdf>
- f. Mechanical
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/mechanical.pdf>
- g. Structural
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/structural.pdf>
- h. Traffic
<http://www.panynj.gov/business-opportunities/pdf/discipline-guidelines/traffic.pdf>

Engineering Reference Documents

- 11. Drawing Number SK001 titled Landside Roadway Removal Plan Drawing, dated May 23, 2013
- 12. Drawing Number SK002 titled Landside Roadway Paving Plan Drawing, dated May 23, 2013
- 13. Drawing Number SK003 titled Landside Roadway Structure Key Plan Sheet 1 of 2, dated May 28, 2013.
- 14. Drawing Number SK004 titled Landside Roadway Structure Key Plan Sheet 2 of 2, dated May 28, 2013.
- 15. Port Authority of NY & NJ Airport Roadway Sign Design Manual dated January 2013
- 16. LaGuardia Airport Redevelopment Program Stage 1 Report dated April 25, 2013
- 17. Soil logs and existing subsurface laboratory testing data
- 18. Existing topographic and utility surveys
- 19. Stage I Civil 3D AutoCAD files
- 20. Stage I drawings dated April 25, 2013:
 - C2101-C2113 Roadway Alignment Plans
 - C3101-C3102 Paving Plans
 - C4101 – C4105 Roadway Profile Grade Lines

- C5101 – C5131 Roadway Profiles
- C9101-C9105 Future Heavy Rail Link
- T001 – T029 Traffic Plans
- SL001 – SL182 Roadway Structures Plans
- T301-T304 ITS Master Plans
- TS001-TS005 Traffic Signal Plans

VI. CONDITIONS AND PRECAUTIONS

The Consultant shall comply with the following conditions and precautions in the performance of services hereunder, except as otherwise directed by the Chief Engineer.

- A. The Consultant shall notify LGA Authority Police when entering and exiting the site, and obtain identification placards for all vehicles on site and badges for all site personnel.
- B. LGA Operations shall have priority over all of the Consultant's operations and/or construction activities.
- C. Work Hours
 1. Perform work on the site between the hours of 8AM and 5PM, Monday through Friday unless otherwise directed by the Authority. Do not perform work on Authority or legal federal holidays of the State of New York or New Jersey unless approved by the Engineer.
 2. All activities in tenant areas must be coordinated with the tenants through the designated representative for the Port Authority facility operations.
 3. Provide site specific Health and Safety Plan for Consultant staff engaged in fieldwork.
- D. Work Areas
 1. The Consultant shall limit his inspection work to the areas necessary for the performance of such inspection and shall not interfere with the operation of the facility without first obtaining specific approval from the Authority.
 2. The Consultant shall not permit any objects or pieces of equipment to lie unattended on sidewalks, roadways or structures at any time. The Consultant shall provide all security required for such equipment.
 3. The Consultant shall immediately inform the Authority of any unsafe condition discovered at any time during the course of this work.

VII. COMMERCIAL GENERAL LIABILITY INSURANCE AND WORKERS' COMPENSATION INSURANCE PROCURED BY CONSULTANT

A. Commercial Liability Insurance:

1. The Consultant shall take out and maintain at his own expense Commercial General Liability Insurance including but not limited to Premises-Operations, Completed Operations and Independent Contractors' coverages in limits of not less than \$5,000,000 combined single limit per occurrence for Bodily Injury Liability and Property Damage Liability. And if vehicles are to be used to carry out the performance of this Agreement, then the Consultant shall also take out, maintain and

pay the premiums on Automobile Liability Insurance covering all owned, non-owned and hired autos in not less than \$5,000,000 combined single limit per accident for bodily injury and property damage. Any/all activities performed airside must, at all times, be performed while under security escort as approved in advance, and in writing by the Project Manager. If at any time, the Consultant is unescorted in the performance of any field services airside, or if so directed by the Authority, the Commercial General Liability Insurance and Automobile Liability Insurance must contain limits of not less than \$25,000,000 combined single limit per occurrence, as provided in item 2) (a) below. In addition, the liability policies (other than Professional Liability) shall include the Authority and its related entities as additional insureds and shall have an endorsement provision that the policy may not be canceled, terminated or modified without thirty (30) days written advance notice to the Project Manager. Moreover, the Commercial General Liability policy shall not contain any provisions (other than a Professional Liability exclusion, if any) for exclusions from liability other than provisions or exclusions from liability forming part of the most up to date ISO form or its equivalent unendorsed Commercial General Liability Policy. The liability policy(ies) and certificate of insurance shall contain separation of insured condition (cross-liability) and severability of interests provisions so that coverage will respond as if separate policies were in force for each insured. Furthermore, the Consultant's insurance shall be primary with respect to the above additional insureds. Any insurance or self-insurance maintained by the above additional insureds shall not contribute to any loss or claim.

Further, the certificate of insurance and the liability policy(ies) shall be specifically endorsed that *"The insurance carrier(s) shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority."*

2. Additional Coverages: The Consultant shall have the policy endorsed when required by the Chief Engineer for specific services hereunder and include the additional premium cost thereof as an out-of-pocket expense:
 - a) If the services of the Consultant, as directed by the Authority, require the performance of services airside, the Commercial General Liability and Automobile Liability coverage limits stipulated in subparagraph 1, above, shall be increased to an amount not less than \$25,000,000 per occurrence as provided herein.
 - a) Coverage for work within 50 feet of railroad.

B. Workers' Compensation Insurance:

1. The Consultant shall take out and maintain Workers' Compensation Insurance in accordance with the requirements of law and Employer's Liability Insurance with limits of not less than \$1,000,000 each accident.

2. Additional Coverages: The Consultant shall have the policy endorsed when required by the Engineer for specific services hereunder and include the additional premium cost thereof as an out-of-pocket expense:

Amendments to Coverage B, Federal Employers' Liability Act in limits of not less than \$1,000,000 per occurrence.

C. Professional Liability Insurance:

The Consultant shall take out and maintain Professional Liability Insurance in limits of not less than \$5 million each occurrence, covering negligent acts, errors, mistakes, and omissions arising out of the work or services performed by Consultant, or any person employed by Consultant. All endorsements and exclusions shall be evidenced on the certificate of insurance. The coverage shall be written on an occurrence form or may be written on a claims-made basis with a minimum of a three-year reporting/discovery period.

D. Compliance:

Prior to commencement of work at the site, the Consultant shall deliver a certificate from its insurer evidencing policies of the above insurance stating the title of this Agreement, the P. A. Agreement number, compliance with notice of cancellation provisions, and containing a separate express statement of compliance with each of the requirements above set forth to the Project Manager.

1. Upon request of the General Manager, Risk Management/Treasury, the Consultant shall furnish to the Authority a certified copy of each policy itself, including the provisions establishing premiums.
2. Renewal certificates of insurance or policies shall be delivered via e-mail to the Authority's Project Manager at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Management must approve the renewal certificate(s) of insurance before work can resume. If at any time any of the certificates or policies shall become unsatisfactory to the Authority, the Consultant shall promptly obtain a new and satisfactory certificate and policy.
3. If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as above required, then, if the General Manager shall so direct, the Consultant shall suspend performance of the Agreement at the premises. If the Agreement is so suspended, no extension of time shall be due on account thereof. If the Agreement is not suspended (whether or not because of omission of the General Manager to order suspension), then the Authority may, at its option, obtain insurance affording coverage equal to the above required, the cost of such insurance to be payable by the Consultant to the Authority.
4. The requirements for insurance procured by the Consultant shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Consultant under this Agreement. The insurance requirements are not a representation by the Authority as to the adequacy of the insurance to protect the Consultant against the obligations imposed on them by law or by this or any other Agreement.

P.A. Agreement #*-13-*****
DATE

FIRM NAME
ADDRESS
CITY, STATE ZIP

Attention: CONTACT, TITLE

SUBJECT: PERFORMANCE OF EXPERT PROFESSIONAL * SERVICES**

Dear CONTACT:

1. The Port Authority of New York and New Jersey ("Authority") hereby offers to retain FIRM NAME ("the Consultant" or "you") to provide the subject services as more fully set forth in Attachment A, which is attached hereto and made a part hereof, on an as-needed basis.

2. This Agreement shall be signed by you and the Director of Procurement. As used herein "Chief Engineer" shall mean the Chief Engineer, or the Deputy Chief Engineer of the Authority, acting either personally or through their duly authorized representatives acting within the scope of the particular authority vested in them unless specifically stated as acting personally.

For the purpose of administering this Agreement, the Chief Engineer has designated ***, <TITLE>, to act as his duly authorized representative. The Project Manager for this project is ***, tel. (***), or email address ***@panynj.gov.

3. Your services shall be performed as expeditiously as possible and at the time or times required by the Chief Engineer. Time is of the essence in the performance of all your services under this Agreement.

4. In order to effectuate the policy of the Authority, the services provided by the Consultant shall comply with all provisions of Federal, State, municipal, local and departmental laws, ordinances, rules, regulations, and orders which would affect or control said services as if the services were being performed for a private corporation, unless the Authority standard is more stringent, in which case the Authority standard shall be followed, or unless the Consultant shall receive a written notification to the contrary signed by the Chief Engineer personally, in which case the requirements of said notification shall apply.

5. The Consultant shall meet and consult with Authority staff as requested by the Chief Engineer in connection with the services to be performed herein. Any Contract Drawings and Technical Specifications and other items to be submitted or prepared by the Consultant hereunder shall be subject to the review of the Chief Engineer. The Chief Engineer may disapprove if, in his sole opinion, said items are not in accordance with the requirements of this Agreement, sound engineering principles or are impractical, uneconomical, or unsuited in any way for the purpose for which the contemplated construction is intended. If any of the said items or any portion(s) thereof are so disapproved, the Consultant shall forthwith revise them until they meet the approval of the Chief Engineer, but the Consultant shall not be compensated under any

provision of this Agreement for performance of such revisions. No approval or disapproval or omission to approve or disapprove, however, shall relieve the Consultant of his responsibility under this Agreement to furnish in accordance with an agreed upon schedule, a complete, practical, economical design and Contract Drawings and Technical Specifications, and corrections and changes therein which are best suited for the contemplated construction, are done in accordance with sound engineering principles and are signed and sealed by a licensed Professional Engineer.

6. When the services to be performed by the Consultant include the preparation of Computer Aided Design and Drafting (CADD) documents, said documents must be prepared using the latest available revision of Autodesk's "AUTOCAD" software or as directed by the Engineer prior to the performance of specific services. All drawings shall be prepared in strict conformance to the Port Authority CAD Standards. All submissions of CAD drawings shall be submitted to the Authority on compact discs, uploaded to the Project Website, or as otherwise required in DWG and DWF format in accordance with the Port Authority CAD Standards.

7. You shall not continue to render services under this Agreement after the point at which the total amount to be paid to you hereunder including reimbursable expenses reaches the amount of *** unless you are specifically authorized in writing to so continue by the Chief Engineer. If no such authorization is issued, this Agreement shall be terminated without further obligation by either of the parties as to services not yet performed, but you shall be compensated as hereinafter provided for services already completed. It is understood, however, that this limitation shall not be construed to entitle you to the above amount as a minimum compensation.

8. As full compensation for all your services and obligations in connection with this Agreement, the Authority will pay you the total of the amounts computed under subparagraphs A, B, C, and D below, subject to the limits on compensation and provisions set forth in paragraph 7 above. Subject to the terms and conditions below, travel time is not reimbursable under subparagraphs A, B, and C hereunder.

A. *** times the actual salaries paid by you to professional and technical personnel but not partners, principals, for time actually spent by them in the performance of services hereunder, plus an amount equal to the number of hours actually spent by partners and principals in the performance of services hereunder times the billing rate (no multiplier applied) described below but in each case excluding premium payments for overtime work or night work or for performing hazardous duty. Attached hereto is a schedule of actual salaries and titles of architects, engineers, technical staff or other permanent professional and technical personnel employed by you, as well as rates customarily billed for partners and principals on projects such as this. Said staffing analysis shall clearly indicate any of your employees, proposed by you to perform the requested services who are former Port Authority employees. For compensation purposes under this Agreement, no said salary or amount shall exceed the salary or amount received by said personnel or rate customarily billed for a partner or principal as of the effective date of this Agreement unless the Chief Engineer has been notified in advance, in writing, of the increased salary, rate or amount and approves the increase.

The Consultant shall verify that its employees working under this Agreement are legally present and authorized to work in the United States, as per the federal I-9 Program. Furthermore, upon request of the Authority, the Consultant shall furnish, or provide access to the Authority, federal Form I-9 (Employment Eligibility Verification) for each individual hired by the Consultant, performing services hereunder. This includes citizens and noncitizens.

The Authority reserves the right of approval of all personnel, amounts, billing rates and salaries of personnel performing services under this Agreement. When requesting salary or billing rate adjustments for one or more of its personnel, the Consultant shall submit his/her name, title, current direct hourly rate or billing rate, proposed new direct hourly salary or billing rate, resulting percentage increase, effective date and reason for the requested adjustment setting forth in detail any increased costs to the Consultant of providing the services under this Agreement which has given rise to the request for increased salary. For adjustments submitted after the effective date of this Agreement, it is the intention of the Authority to grant an increase only if the Consultant demonstrates compliance with all of the following conditions: that increases in salary, or partner's or principal's billing rate or amount are a) in accordance with the program of periodic merit and cost of living increases normally administered by it, b) warranted by increased costs of providing services under this Agreement, c) based upon increases in salaries and billing rates which are generally applicable to all of Consultant's clients and d) in accordance with the Authority's salary rate increase policy for the current year for Authority employees possessing comparable skills and experience. If during any calendar year, Authority limits are not available to the Consultant in a timely fashion, increases falling within such limits may be approved retroactively, as appropriate. The amount of increase in salary or billing rate, if any, to be applicable under this Agreement shall in all cases be finally determined by the Chief Engineer or his designee, in his sole and absolute discretion.

Notwithstanding the above, the multiplier set forth in the first line of this subparagraph shall be applied only in the case of personnel other than partners or principals who are permanent employees.

B. Premium payments for overtime work or night work or for performing hazardous duty, actually paid to partners or principals, project/program management or other professional and technical employees for time actually spent by them in the performance of services hereunder when such overtime or other premium payments have been demonstrated to be in accordance with the Consultant's normal business practice and have been authorized in advance by the Chief Engineer in writing. The Project Manager for the Authority shall have the right to authorize and approve premium payments up to a total amount of \$1,000 per occasion. Payments above said total amount shall be subject to the prior written authorization of the Chief Engineer. Such premium payments to supervisory employees, who do not receive such payments in the Consultant's normal business practice shall not be given under this Agreement.

C. Amounts actually paid to those subconsultants hereunder whose retention and compensation have been approved in writing by the Chief Engineer. The Consultant shall submit a copy of the terms and conditions of the subconsultant's compensation (including multiplier, if applicable), as well as an estimate of the number of hours required by the subconsultant to perform his services, as part of any request for approval of the subconsultant.

D. Out-of-pocket expense(s), approved in advance by the Chief Engineer, necessarily and reasonably incurred, and actually paid by you in the performance of your services hereunder. Out-of-pocket expenses are expenses that are unique to the performance of your services under this Agreement and generally contemplate the purchase of outside ancillary services, except that for the purpose of this Agreement, out-of-pocket expenses do include amounts for long distance telephone calls; rentals of equipment; travel and local transportation; and meals and lodging on overnight trips.

Notwithstanding the above, the Authority will pay an amount approved in advance by the Chief Engineer and computed as follows for the reproduction of submittal drawings, specifications and reports:

1) If the Consultant uses its own facilities to reproduce such documents, an amount computed in accordance with the billing rates the Consultant customarily charges for reproduction of such documents on agreements such as this, or

2) If the Consultant uses an outside vendor for the reproduction of such documents, the actual, necessary and reasonable amounts for the reproduction of such documents.

The Authority will not pay for expenses that are usually and customarily included as part of the Consultant's overhead. For the purposes of this Agreement, out-of-pocket expenses do not include amounts for typing, utilization of computer systems, computer aided design and drafting (CADD), cameras, recording or measuring devices, flashlights and other small, portable equipment, safety supplies, phones, telephone calls, electronic messaging including FAX, Telex and telegrams, or expendable office supplies. Unless otherwise indicated, required insurance is not a reimbursable expense.

When the Consultant uses his personal vehicle to provide services within the Port District, the Consultant will be reimbursed for travel expenses beyond normal commuting costs at a rate not higher than the Annual Federal Mileage Reimbursement Rate, as determined by the United States General Services Administration - <http://www.gsa.gov/portal/content/100715>) per mile traveled by auto.

When the Consultant is asked to provide services outside the Port District, the actual cost of transportation as well as the cost for hotel accommodations and meals shall be reimbursable hereunder when approved in advanced in writing by the Chief Engineer. The cost for all meals and lodging on approved overnight trips is limited to the amounts established by the United States General Services Administration for that locality.

General Services Administration (GSA) Domestic Rates:

<http://www.gsa.gov/portal/category/21287>

You shall obtain the Chief Engineer's written approval prior to making expenditures for out-of-pocket expenses in excess of \$1,000 per specific expenditure and for all overnight trips that are reimbursable expenditures as set forth above. You shall substantiate all billings for out-of-pocket expenses in excess of \$25 with receipted bills and shall provide said receipts with the appropriate billing.

E. As used herein:

"Port District" is an area comprised of about 1,500 square miles in the States of New York and New Jersey, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States.

"Salaries paid to employees" or words of similar import shall mean salaries and amounts actually paid (excluding payments or factors for holidays, vacations, sick time, bonuses, profit participations and other similar payments) to architects, engineers, designers, drafters and to other professional and technical employees of the Consultant for time actually spent directly in the performance of technical services hereunder and recorded on daily time records which have been approved by the employee's immediate supervisor, excluding the time of any employee of the Consultant to the extent that the time of such employee of the Consultant is devoted to typing/word processing, stenographic, clerical or administrative functions. Such functions shall be deemed to be included in the multiplier referred to in subparagraph A above.

9. You shall keep, and shall cause any subconsultants under this Agreement to keep, daily records of the time spent in the performance of services hereunder by all persons whose salaries or amounts paid thereto will be the basis for compensation under this Agreement as well as records of the amounts of such salaries and amounts actually paid for the performance of such services and records and receipts of reimbursable expenditures hereunder, and, notwithstanding any other provisions of this Agreement, failure to do so shall be a conclusive waiver of any right to compensation for such services or expenses as are otherwise compensable hereunder. The Authority shall have the right to audit all such records.

The Authority shall have the right to inspect your records, and those of your subconsultants, pertaining to any compensation to be paid hereunder, such records to be maintained by you and your subconsultants for a period of one year after completion of services to be performed under this Agreement.

10. On or about the fifteenth day of each month, you shall render a bill for services performed and reimbursable out-of-pocket expenses incurred in the prior month, accompanied by such records and receipts as required, to the Project Manager. Each invoice shall bear your taxpayer number and the purchase order number provided by the Chief Engineer. Upon receipt of the foregoing, the Chief Engineer will estimate and certify to the Authority the approximate amount of compensation earned by you up to that time. As an aid to you, the Authority shall, within fifteen days after receipt of such certification by the Chief Engineer, advance to you by check the sum certified minus all prior payments to you for your account.

11. The Authority may at any time for cause terminate this Agreement as to any services not yet rendered, and may terminate this Agreement in whole or in part without cause upon three (3) days notice to you. You shall have no right of termination as to any services under this Agreement without just cause. Termination by either party shall be by certified letter addressed to the other at its address hereinbefore set forth. Should this Agreement be terminated in whole

or in part by either party as above provided, you shall receive no compensation for any services not yet performed, but if termination is without fault on your part, the Authority shall pay you as the full compensation to which you shall be entitled in connection with this Agreement the amounts computed as above set forth for services completed to the satisfaction of the Chief Engineer through the date of termination, minus all prior payments to you.

12. You shall not issue or permit to be issued any press release, advertisement, or literature of any kind, which refers to the Authority or to the services performed in connection with this Agreement, unless you first obtain the written approval of the Chief Engineer. Such approval may be withheld if for any reason the Chief Engineer believes that the publication of such information would be harmful to the public interest or is in any way undesirable.

13. Under no circumstances shall you or your subconsultants communicate in any way with any contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the services to be performed hereunder without prior written approval and instructions of the Chief Engineer, provided, however that data from manufacturers and suppliers of material shall be obtained by you when you find such data necessary unless otherwise instructed by the Chief Engineer.

14. Any services performed for the benefit of the Authority at any time by you or on your behalf, even though in addition to those described herein, even if expressly and duly authorized by the Authority, shall be deemed to be rendered under and subject to this Agreement (unless referable to another express written, duly executed agreement by the same parties), whether such additional services are performed prior to, during or subsequent to the services described herein, and no rights or obligations shall arise out of such additional services.

15. No certificate, payment (final or otherwise), acceptance of any work nor any other act or omission of the Authority or the Chief Engineer shall operate to release you from any obligations under or upon this Agreement, or to estop the Authority from showing at any time that such certificate, payment, acceptance, act or omission was incorrect or to preclude the Authority from recovering any money paid in excess of that lawfully due, whether under mistake of law or fact or to prevent the recovery of any damages sustained by the Authority.

16. Mylars of the contract drawings, originals of technical specifications, estimates, reports, records, data, charts, documents, renderings, computations, computer tapes or disks, and other papers of any type whatsoever, whether in the form of writing, figures or delineations, which are prepared or compiled in connection with this Agreement, shall become the property of the Authority, and the Authority shall have the right to use or permit the use of them and of any ideas or methods represented by them for any purpose and at any time without compensation other than that specifically provided herein. The Consultant hereby warrants and represents that the Authority will have at all times the ownership and rights provided for in the immediately preceding sentence free and clear of all claims of third persons whether presently existing or arising in the future and whether presently known to either of the parties to this Agreement or not. This Agreement shall not be construed, however, to require the Consultant to obtain for the

Consultant and the Authority the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless owned by the Consultant, or subconsultant, or an employee of either. Whether or not your Proposal is accepted by the Authority, it is agreed that all information of any nature whatsoever which is in any way connected with the services performed in connection with this Agreement, regardless of the form in which it has been or may be given by you or on your behalf, whether prior or subsequent to the execution of this Agreement, to the Authority, its Commissioners, officers, agents or employees, is not given in confidence and may be used or disclosed by or on behalf of the Authority without liability of any kind, except as may arise under valid existing or pending patents, if any.

17. If research or development is furnished in connection with the performance of this Agreement and if in the course of such research or development patentable subject matter is produced by the Consultant, his officers, agents, employees, or subconsultants, the Authority shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make, have made, and use, either itself or by anyone on its behalf, such subject matter in connection with any activity now or hereafter engaged in or permitted by the Authority. Promptly upon request by the Authority, the Consultant shall furnish or obtain from the appropriate person a form of license satisfactory to the Authority, but it is expressly understood and agreed that, as between the Authority and the Consultant the license herein provided for shall nevertheless arise for the benefit of the Authority immediately upon the production of said subject matter, and shall not await formal exemplification in a written license agreement as provided for above. Such license agreement may be transferred by the Authority to its successors, immediate or otherwise, in the operation or ownership of any real or personal property now or hereafter owned or operated by the Authority but such license shall not be otherwise transferable.

18. Notwithstanding anything to the contrary herein, the work product of the Consultant, its officers, agents, employees, or sub-consultants which is produced in accordance with the Agreement, whether it consists of computer programming or documentation thereof, including source code, and on any media whatsoever, shall be deemed to belong exclusively to the Authority, and the Authority shall have the exclusive right to obtain and to hold in its own name any and all copyrights, patents, trade secrets or other proprietary rights and protection as may be produced as part of this work product, including the right to extensions or renewals, where appropriate. The work product shall not be destroyed or released to anyone outside of the Port Authority Engineering Department without express written authorization of the Chief Engineer. The Authority shall have the exclusive right to use or permit the use of them and any ideas or methods represented by them for any purpose and at any time without other compensation than that specifically provided for herein. You agree to contract with your employees for the benefit of the Authority to insure that the Authority has such rights and to give to the Authority or any party designated by the Authority all assistance reasonably required to perfect the rights herein above stated. You shall indemnify and hold harmless the Authority against any claims of proprietary rights infringement arising out of such use of your work product.

19. You shall promptly and fully inform the Chief Engineer, in writing, of any intellectual property disputes, whether existing or potential, of which you have knowledge, relating to any idea, design, method, material, equipment or other matter related to the subject matter of this Agreement or coming to your attention in connection with this Agreement.

20. You shall promptly and fully inform the Chief Engineer in writing of any patents or patent disputes, whether existing or potential, of which you have knowledge, relating to any idea, design, method, material, equipment or other matter related to the subject matter of this Agreement or coming to your attention in connection with this Agreement.

21. This Agreement being based upon your special qualifications for the services herein contemplated, any assignment, subletting or other transfer of this Agreement or any part hereof or of any moneys due or to become due hereunder without the express consent in writing of the Authority shall be void and of no effect as to the Authority, provided, however, that you may sublet services to subconsultants with the express consent in writing of the Chief Engineer. All persons to whom you sublet services, however, shall be deemed to be your agents and no subletting or approval thereof shall be deemed to release you from your obligations under this Agreement or to impose any obligation on the Authority to such subconsultant or give the subconsultant any rights against the Authority.

22. The Authority has a long-standing practice of encouraging Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) to seek business opportunities with it, either directly or as subconsultants or subcontractors. "Minority-owned business" or "MBE" means a business entity which is at least 51 percent owned by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least 51 percent of the stock of which is owned by one or more members of one or more minority groups; and whose management and daily business operations are controlled by one or more such individuals who are citizens or permanent resident aliens. "Women-owned business" or "WBE" means a business which is at least 51 percent owned by one or more women; or, in the case of a publicly held corporation, 51 percent of the stock of which is owned by one or more women: and whose management and daily business operations are controlled by one or more women who are citizens or permanent resident aliens.

"Minority group" means any of the following racial or ethnic groups:

A. Black persons having origins in any of the Black African racial groups not of Hispanic origin;

B. Hispanic persons of Puerto Rican, Mexican, Dominican, Cuban, Central or South American culture or origin, regardless of race;

C. Asian and Pacific Islander persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;

D. American Indian or Alaskan Native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

The Chief Engineer has set a goal of 12 percent participation by qualified and certified MBEs and 5 percent to qualified and certified WBEs on technical service projects.

To be "certified" a firm must be certified by the Authority's Office of Business Diversity and Civil Rights.

In order to facilitate the meeting of this goal, the Consultant's shall use every good faith effort to utilize subconsultants who are certified MBEs or WBEs to the maximum extent feasible.

The Authority has a list of certified MBE/WBE service firms, which is available to you at <http://www.panynj.gov/business-opportunities/supplier-diversity.html>. The Consultant will be required to submit to the Authority's Office of Business Diversity and Civil Rights for certification the names of MBE/WBE firms he proposes to use who are not on the list of certified MBE/WBE firms.

23. NOTIFICATION OF SECURITY REQUIREMENTS

The Authority has the responsibility of ensuring safe, reliable and secure transportation facilities, systems, and projects to maintain the well-being and economic competitiveness of the region. Therefore, the Authority reserves the right to deny access to certain documents, sensitive security sites and facilities (including rental spaces) to any person that declines to abide by Authority security procedures and protocols, any person with a criminal record with respect to certain crimes or who may otherwise poses a threat to the construction site or facility security. The Authority reserves the right to impose multiple layers of security requirements on the Consultant, its staff, and subconsultants and their staffs depending upon the level of security required, or may make any amendments with respect to such requirements as determined by the Authority.

These security requirements may include but are not limited to the following:

- Consultant/Subconsultant identity checks and background screening

The Consultant may be required to have its staff, and any subconsultant's staff, visitors or others over whom the Consultant/subconsultant has control, authorize the Authority or its designee to perform background checks, and a personal identity verification check. Such authorization shall be in a form acceptable to the Authority. The Consultant and subconsultant may also be required to use an organization designated by the Authority to perform the background checks.

The Authority's designated background screening provider may require inspection of not less than two forms of valid/current government issued identification (at least one having an official photograph) to verify staff's name and residence; screening federal, state, and/or local criminal justice agency information databases and files; screening of any terrorist identification files; access identification to include some form of biometric security methodology such as fingerprint, facial or iris scanning.

As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Authority approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation (such as the Transportation Worker Identification Credential for personnel performing in secure areas

at Maritime facilities). Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers is located at <http://www.secureworker.com>, or S.W.A.C. can be contacted directly at (877) 522-7922 for more information and the latest pricing. If approved by the Project Manager, the cost for said background checks for staff that pass and are granted a credential shall be reimbursable to the Consultant (and its subconsultants) as an out-of-pocket expense as provided herein. Staff that are rejected for a credential for any reason are not reimbursable.

- Issuance of Photo Identification Credential

No person shall be permitted on or about the Authority construction site or facility (including rental spaces) without a facility-specific photo identification credential approved by the Authority. If the Authority requires facility-specific identification credential for the Consultant and the subconsultant's staff, the Authority will supply such identification at no cost to the Consultant or its subconsultants. Such facility-specific identification credential shall remain the property of the Authority and shall be returned to the Authority at the completion or upon request prior to completion of the individual's assignment at the specific facility. It is the responsibility of the appropriate Consultant or subconsultant to immediately report to the Authority the loss of any staff member's individual facility-specific identification credential. The Consultant or subconsultant will be billed for the cost of the replacement identification credential. Staff shall display Identification badges in a conspicuous and clearly visible manner, when entering, working or leaving an Authority construction site or facility.

Staff may be required to produce not less than two forms of valid/current government issued identification having an official photograph and an original, non-laminated social security card for identify and SSN verification.

- Designated Secure Areas

Services under the Agreement may be required in designated secure areas, as the same may be designated by the Port Authority ("Secure Areas"). The Port Authority will require the observance of certain security procedures with respect to Secure Areas, which may include the escort to, at, and/or from said high security areas by security personnel. All personnel that require access to designated secure areas who are not under escort by an authorized individual will be required to undergo background screening and personal identity verification.

Forty-eight (48) hours prior to the proposed performance of any work in a Secure Area, the Consultant shall notify the Project Manager. The Consultant shall conform to the procedures as may be established by the Project Manager from time to time and at any time for access to Secure Areas and the escorting of personnel hereunder. Prior to the start of work, the Consultant shall request a description from the Project Manager of the Secure Areas, which will be in effect on the commencement date. The description of Secure Areas may be changed from time to time and at any time by the Project Manager during the term of the Agreement.

- Access control, inspection, and monitoring by security guards

The Authority may provide for Authority construction site or facility (including rental spaces) access control, inspection and monitoring by Port Authority Police or Authority retained consultant security guards. However, this provision shall not relieve the Consultant of its responsibility to secure its equipment and work and that of its subconsultant's and service suppliers at the Authority construction site or facility (including rental spaces). In addition, the Consultant, subconsultant or service provider is not permitted to take photographs, digital images, electronic copying and/or electronic transmission or video recordings or make sketches on any other medium at the Authority construction sites or facilities (including rental spaces), except when necessary to perform the Work under this Agreement, without prior written permission from the Authority. Upon request, any photograph, digital images, video recording or sketches made of the Authority construction site or facility shall be submitted to the Authority to determine compliance with this paragraph, which submission shall be conclusive and binding on the submitting entity.

- Compliance with the Port Authority Information Security Handbook

The Agreement may require access to Port Authority information considered Confidential Information ("CI") as defined in the Port Authority Information Security Handbook ("Handbook"), dated October, 2008, corrected as of February, 2009, and as may be further amended. The Handbook and its requirements are hereby incorporated into this agreement and will govern the possession, distribution and use of CI. Protecting sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Port Authority or when released by the Port Authority to outside entities. The Handbook can be obtained upon request or at: <http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf>

- Audits for Compliance with Security Requirements

The Authority may conduct random or scheduled examinations of business practices under this section and the Handbook in order to assess the extent of compliance with security requirements, Confidential Information procedures, protocols and practices, which may include, but not be limited to, verification of background check status, confirmation of completion of specified training, and/or a site visit to view material storage locations and protocols.

At the direction of the Authority, you shall be required to have your employees, subconsultants and their employees execute Authority approved non-disclosure agreements.

24. The Consultant assumes the following distinct and several risks to the extent arising from the negligent or willful intentional acts or omissions of the Consultant or its subconsultants in the performance of services hereunder:

A. The risk of loss or damage to Authority property arising out of or in connection with the performance of services hereunder;

B. The risk or loss or damage to any property of the Consultant or its subconsultants arising out of or in connection with the performance of services hereunder;

C. The risk of claims, arising out of or in connection with the performance of services hereunder, whether made against the Consultant or its subconsultants or the Authority, for loss or damage to any property of the Consultant's agents, employees, subcontractors, subconsultants, materialmen or others performing services hereunder;

D. The risk of claims, just or unjust, by third persons made against the Consultant or its subconsultants or the Authority on account of injuries (including wrongful death), loss or damage of any kind whatsoever arising in connection with the performance of services hereunder including claims against the Consultant or its subconsultants or the Authority for the payment of workers' compensation, whether such claims are made and whether such injuries, damage and loss are sustained at any time both before and after the completion of services hereunder.

The Consultant shall indemnify the Authority against all claims described in subparagraphs A through D above and for all expense incurred by it in the defense, settlement or satisfaction thereof, including expenses of attorneys. If so directed, the Consultant shall defend against any claim described in subparagraphs B, C and D above, in which event the Consultant shall not without obtaining express advance permission from the General Counsel of the Authority raise any defense involving in any way jurisdiction of the tribunal, immunity of the Authority, governmental nature of the Authority or the provisions of any statutes respecting suits against the Authority, such defense to be at the Consultant's cost.

The provisions of this clause shall also be for the benefit of the Commissioners, officers, agents and employees of the Authority, so that they shall have all the rights which they would have under this clause if they were named at each place above at which the Authority is named, including a direct right of action against the Consultant to enforce the foregoing indemnity, except, however, that the Authority may at any time in its sole discretion and without liability on its part cancel the benefit conferred on any of them by this clause, whether or not the occasion for invoking such benefit has already arisen at the time of such cancellation.

Neither the completion of services hereunder nor the making of payment (final or otherwise) shall release the Consultant from his obligations under this clause. Moreover, neither the enumeration in this clause nor the enumeration elsewhere in this Agreement of particular risks assumed by the Consultant or of particular claims for which he is responsible shall be deemed (a) to limit the effect of the provisions of this clause or of any other clause of this Agreement relating to such risks or claims, (b) to imply that the Consultant assumes or is responsible for risks or claims only of the type enumerated in this clause or in any other clause of this Agreement, or (c) to limit the risks which the Consultant would assume or the claims for which he would be responsible in the absence of such enumerations.

No third party rights are created by the Agreement, except to the extent that the Agreement specifically provides otherwise by use of the words "benefit" or "direct right of action".

Inasmuch as the Authority has agreed to indemnify the Cities of New York and Newark against claims of the types described in subparagraph D above made against said cities, the Consultant's

obligation under subparagraph D above shall include claims by said cities against the Authority for such indemnification.

25. CERTIFICATION OF NO INVESTIGATION (CRIMINAL OR CIVIL ANTI-TRUST), INDICTMENT, CONVICTION, DEBARMENT, SUSPENSION, DISQUALIFICATION AND DISCLOSURE OF OTHER INFORMATION

By proposing on this Agreement, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that the Consultant and each parent and/or affiliate of the Consultant has not:

- A. been indicted or convicted in any jurisdiction;
- B. been suspended, disbarred, found not responsible or otherwise disqualified from entering into any agreement with any governmental agency or been denied a government agreement for failure to meet standards related to the integrity of the Consultant;
- C. had an agreement terminated by any governmental agency for breach of agreement or for any cause based in whole or in part on an indictment or conviction;
- D. ever used a name, trade name or abbreviated name, or an Employer Identification Number different from those inserted in the Proposal;
- E. had any business or professional license suspended or revoked or, within the five years prior to proposal opening, had any sanction imposed in excess of \$50,000 as a result of any judicial or administrative proceeding with respect to any license held or with respect to any violation of a federal, state or local environmental law, rule or regulation;
- F. had any sanction imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, proposal rigging, embezzlement, misrepresentation or anti-trust regardless of the dollar amount of the sanctions or the date of their imposition; and
- G. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

26. NON-COLLUSIVE PROPOSING, AND CODE OF ETHICS CERTIFICATION, CERTIFICATION OF NO SOLICITATION BASED ON COMMISSION, PERCENTAGE, BROKERAGE, CONTINGENT OR OTHER FEES

By proposing on this Agreement, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, that:

- A. the prices in its Proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Consultant or with any competitor;

B. the prices quoted in its Proposal have not been and will not be knowingly disclosed directly or indirectly by the Consultant prior to the official opening of such proposal to any other Consultant or to any competitor;

C. no attempt has been made and none will be made by the Consultant to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition;

D. this organization has not made any offers or agreements or taken any other action with respect to any Authority employee or former employee or immediate family member of either which would constitute a breach of ethical standards under the Code of Ethics dated April 11, 1996 (a copy of which is available upon request), nor does this organization have any knowledge of any act on the part of an Authority employee or former Authority employee relating either directly or indirectly to this organization which constitutes a breach of the ethical standards set forth in said Code;

E. no person or selling agency other than a bona fide employee or bona fide established commercial or selling agency maintained by the Consultant for the purpose of securing business, has been employed or retained by the Consultant to solicit or secure this Agreement on the understanding that a commission, percentage, brokerage, contingent, or other fee would be paid to such person or selling agency;

F. the Consultant has not offered, promised or given, demanded or accepted, any undue advantage, directly or indirectly, to or from a public official or employee, political candidate, party or party official, or any private sector employee (including a person who directs or works for a private sector enterprise in any capacity), in order to obtain, retain, or direct business or to secure any other improper advantage in connection with this Agreement; and

G. no person or organization has been retained, employed or designated on behalf of the Consultant to impact any Authority determination with respect to (i) the solicitation, evaluation or award of this Agreement; or (ii) the preparation of specifications or request for submissions in connection with this Agreement.

The foregoing certifications shall be deemed to be made by the Consultant as follows:

* if the Consultant is a corporation, such certification shall be deemed to have been made not only with respect to the Consultant itself, but also with respect to each parent, affiliate, director, and officer of the Consultant, as well as, to the best of the certifier's knowledge and belief, each stockholder of the Consultant with an ownership interest in excess of 10%;

* if the Consultant is a partnership, such certification shall be deemed to have been made not only with respect to the Consultant itself, but also with respect to each partner.

Moreover, the foregoing certifications, if made by a corporate Consultant, shall be deemed to have been authorized by the Board of Directors of the Consultant, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of such certification as the act and deed of the corporation.

In any case where the Consultant cannot make the foregoing certifications, the Consultant shall so state and shall furnish with the signed proposal a signed statement, which sets forth in detail the reasons therefor. If the Consultant is uncertain as to whether it can make the foregoing certifications, it shall so indicate in a signed statement furnished with its proposal, setting forth in such statement the reasons for its uncertainty. With respect to the foregoing certification in paragraph "26G.", if the Consultant cannot make the certification, it shall provide, in writing, with the signed proposal: (i) a list of the name(s), address(es), telephone number(s), and place(s) of principal employment of each such individual or organization; and (ii) a statement as to whether such individual or organization has a "financial interest" in this Agreement, as described in the Procurement Disclosure policy of the Authority (a copy of which is available upon request to the Director of the Procurement Department of the Authority). Such disclosure is to be updated, as necessary, up to the time of award of this Agreement. As a result of such disclosure, the Authority shall take appropriate action up to and including a finding of non-responsibility.

Failure to make the required disclosures shall lead to administrative actions up to and including a finding of non-responsibility.

Notwithstanding that the Consultant may be able to make the foregoing certifications at the time the proposal is submitted, the Consultant shall immediately notify the Authority in writing during the period of irrevocability of proposals on this Agreement or any extension of such period of any change of circumstances which might under this clause make it unable to make the foregoing certifications or require disclosure. The foregoing certifications or signed statement shall be deemed to have been made by the Consultant with full knowledge that they would become a part of the records of the Authority and that the Authority will rely on their truth and accuracy in awarding this Agreement. In the event that the Authority should determine at any time prior or subsequent to the award of this Agreement that the Consultant has falsely certified as to any material item in the foregoing certifications or has willfully or fraudulently furnished a signed statement which is false in any material respect, or has not fully and accurately represented any circumstance with respect to any item in the foregoing certifications required to be disclosed, the Authority may determine that the Consultant is not a responsible Consultant with respect to its proposal on the Agreement or with respect to future proposals on Authority agreements and may exercise such other remedies as are provided to it by the Agreement with respect to these matters. In addition, Consultants are advised that knowingly providing a false certification or statement pursuant hereto may be the basis for prosecution for offering a false instrument for filing (see, e.g. New York Penal Law, Section 175.30 et seq.). Consultants are also advised that the inability to make such certification will not in and of itself disqualify a Consultant, and that in each instance the Authority will evaluate the reasons therefor provided by the Consultant.

Under certain circumstances the Consultant may be required as a condition of this Agreement award to enter into a Monitoring Agreement under which it will be required to take certain specified actions, including compensating an independent Monitor to be selected by the Authority. Said Monitor shall be charged with, among other things, auditing the actions of the Consultant to determine whether its business practices and relationships indicate a level of integrity sufficient to permit it to continue business with the Authority. Furthermore, the Consultant selected for performance of the subject services shall immediately notify the

Authority in writing, at any time during the term of the Agreement, of any change of circumstances which might, under this clause, make it unable to make the foregoing certifications, or might require disclosure.

27. CONSULTANT ELIGIBILITY FOR AWARD OF AGREEMENTS - DETERMINATION BY AN AGENCY OF THE STATE OF NEW YORK OR NEW JERSEY CONCERNING ELIGIBILITY TO RECEIVE PUBLIC AGREEMENTS

Consultants are advised that the Authority has adopted a policy to the effect that in awarding its agreements it will honor any determination by an agency of the State of New York or New Jersey that a Consultant is not eligible to propose on or be awarded public agreements because the Consultant has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing rate of wage legislation.

The policy permits a Consultant whose ineligibility has been so determined by an agency of the State of New York or New Jersey to submit a proposal on an Authority agreement and then to establish that it is eligible to be awarded an agreement on which it has proposed because (i) the state agency determination relied upon does not apply to the Consultant, or (ii) the state agency determination relied upon was made without affording the Consultant the notice and hearing to which the Consultant was entitled by the requirements of due process of law, or (iii) the state agency determination was clearly erroneous or (iv) the state agency determination relied upon was not based on a finding of conduct demonstrating a lack of integrity or violation of a prevailing rate of wage law.

The full text of the resolution adopting the policy may be found in the Minutes of the Authority's Board of Commissioners meeting of September 9, 1993.

28. NO GIFTS, GRATUITIES, OFFERS OF EMPLOYMENT, ETC.

During the term of this Agreement, the Consultant shall not offer, give or agree to give anything of value either to an Authority employee, agent, job shopper, consultant, construction manager or other person or firm representing the Authority, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing, in connection with the performance by such employee, agent, job shopper, consultant, construction manager or other person or firm representing the Authority of duties involving transactions with the Consultant on behalf of the Authority, whether or not such duties are related to this Agreement or any other Authority agreement or matter. Any such conduct shall be deemed a material breach of this Agreement.

As used herein "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by the Agreement or any other Authority agreement), etc. which might tend to obligate the Authority employee to the Consultant, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include compensation contemplated by this Agreement or any other Authority agreement. Where used

herein, the term "Port Authority" or "Authority" shall be deemed to include all subsidiaries of the Authority.

The Consultant shall ensure that no gratuities of any kind or nature whatsoever shall be solicited or accepted by it and by its personnel for any reason whatsoever from the passengers, tenants, customers or other persons using the Facility and shall so instruct its personnel.

In addition, during the term of this Agreement, the Consultant shall not make an offer of employment or use confidential information in a manner proscribed by the Code of Ethics and Financial Disclosure dated April 11, 1996 (a copy of which is available upon request to the Office of the Secretary of the Authority). Without the express written approval of the Chief Engineer, you shall keep confidential, and shall require your employees, your subconsultants, and your subconsultant's employees to keep confidential a) all information disclosed by the Authority or its consultants to you or b) developed by you or your subconsultants in the performance of services hereunder. Disclosure of any such information shall constitute a material breach of the Agreement.

The Consultant shall include the provisions of this clause in each subagreement entered into under this Agreement.

29. CONFLICT OF INTEREST

During the term of this Agreement, the Consultant shall not participate in any way in the preparation, negotiation or award of any agreement (other than an agreement for its own services to the Authority) to which it is contemplated the Authority may become a party, or participate in any way in the review or resolution of a claim in connection with such an agreement if the Consultant has a substantial financial interest in the Consultant or potential Consultant of the Authority or if the Consultant has an arrangement for future employment or for any other business relationship with said Consultant or potential Consultant, nor shall the Consultant at any time take any other action which might be viewed as or give the appearance of conflict of interest on its part. If the possibility of such an arrangement for future employment or for another business arrangement has been or is the subject of a previous or current discussion, or if the Consultant has reason to believe such an arrangement may be the subject of future discussion, or if the Consultant has any financial interest, substantial or not, in a Consultant or potential Consultant of the Authority, and if the Consultant's participation in the preparation, negotiation or award of any agreement with such a Consultant or the review or resolution of a claim in connection with such an agreement is contemplated or if the Consultant has reason to believe that any other situation exists which might be viewed as or give the appearance of a conflict of interest, the Consultant shall immediately inform the Chief Engineer in writing of such situation giving the full details thereof. Unless the Consultant receives the specific written approval of the Chief Engineer, the Consultant shall not take the contemplated action which might be viewed as or give the appearance of a conflict of interest. In the event the Chief Engineer shall determine that the performance by the Consultant of a portion of its services under this Agreement is precluded by the provisions of this numbered paragraph, or if a portion of the Consultant's said services is determined by the Chief Engineer to be no longer appropriate because of such preclusion, then the Chief Engineer shall have full authority on behalf of both parties to order

that such portion of the Consultant's services not be performed by the Consultant, reserving the right, however, to have the services performed by others and any lump sum compensation payable hereunder which is applicable to the deleted work shall be equitably adjusted by the parties. The Consultant's execution of this document shall constitute a representation by the Consultant that at the time of such execution the Consultant knows of no circumstances, present or anticipated which come within the provisions of this paragraph or which might otherwise be viewed as or give the appearance of a conflict of interest on the Consultant's part. The Consultant acknowledges that the Authority may preclude it from involvement in certain disposition/privatization initiatives or transactions that result from the findings of its evaluations hereunder or from participation in any agreements which result, directly or indirectly, from the services provided by the Consultant hereunder.

30. DEFINITIONS

As used in sections 25 to 29 above, the following terms shall mean:

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 if 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.

Agency or Governmental Agency - Any federal, state, city or other local agency, including departments, offices, public authorities and corporations, boards of education and higher education, public development corporations, local development corporations and others.

Investigation - Any inquiries made by any federal, state or local criminal prosecuting agency and any inquiries concerning civil anti-trust investigations made by any federal, state or local governmental agency. Except for inquiries concerning civil anti-trust investigations, the term does not include inquiries made by any civil government agency concerning compliance with any regulation, the nature of which does not carry criminal penalties, nor does it include any background investigations for employment, or Federal, state, and local inquiries into tax returns.

Officer - Any individual who serves as chief executive officer, chief financial officer, or chief operating officer of the Consultant by whatever title(s) known.

Parent - An individual, partnership, joint venture or corporation which owns more than 50% of the voting stock of the Consultant.

31. The entire agreement between the parties is contained herein and no change in or modification, termination or discharge of this Agreement in any form whatsoever shall be valid or enforceable unless it is in writing and signed by the party to be charged therewith, or by his duly authorized representative, provided, however, that termination in the manner hereinbefore expressly provided shall be effective as so provided.

32. No Commissioner, officer, agent or employee of the Authority shall be charged personally by you with any liability or held liable to you under any term or provision of this Agreement, or because of its execution or attempted execution or because of any breach hereof.

FIRM NAME

- PAGE 19 -

DATE

33. References herein to the Port Authority shall and shall be deemed to mean equally the Port Authority Trans Hudson Corporation (PATH).

34. If the foregoing meets with your approval, please indicate your acceptance by signing the original and the additional enclosed copy in the lower right-hand corner and returning them to the Authority.

Sincerely,

THE PORT AUTHORITY OF
NEW YORK AND NEW JERSEY

ACCEPTED:
FIRM NAME

Lillian D. Valenti
Director
Procurement Department

By: _____

Title: _____

Date _____

Date: _____

INSTRUCTIONS

If the selected Consultant firm is not located in the States of New York or New Jersey, change the number of the last Paragraph of this Agreement from "34" to "35" and insert a new Paragraph "34": as follows:

34. This Agreement shall be governed by and construed in accordance with the laws of the State of New York without regard to conflict of laws principles.

ATTACHMENT B

**REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT
PROFESSIONAL SERVICES FOR LAGUARDIA AIRPORT REDEVELOPMENT
PROGRAM ROADWAY AND RELATED INFRASTRUCTURE SYSTEMS
(RFP #33695)**

AGREEMENT ON TERMS OF DISCUSSION

The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification, ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion ("Agreement"), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent. The foregoing applies to any information, whether or not given at the invitation of the Authority.

Notwithstanding the above, and without assuming any legal obligation, the Port Authority will employ reasonable efforts, subject to the provisions of the Port Authority Freedom of Information Code and Procedure adopted by the Port Authority's Board of Commissioners on March 29, 2012, which may be found on the Port Authority website at: <http://www.panynj.gov/corporate-information/pdf/foi-code.pdf>, not to disclose to any competitor of the undersigned, information submitted which are trade secrets or is maintained for the regulation or supervision of commercial enterprise which, if disclosed, would cause injury to the competitive position of the enterprise, and which information is identified by the Proposer as proprietary, as more fully set forth in the FOI Code, which may be disclosed by the undersigned to the Port Authority as part of or in connection with the submission of a proposal.

(Company)

(Signature)

(Title)

(Date)

**ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.
DO NOT RETYPE.**

ATTACHMENT C

COMPANY PROFILE

**REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT
PROFESSIONAL SERVICES FOR LAGUARDIA AIRPORT REDEVELOPMENT
PROGRAM ROADWAY AND RELATED INFRASTRUCTURE SYSTEMS
(RFP #33695)**

1. Company Name (print or type):

2. Business Address (to receive mail for this RFP):

3. Business Telephone Number: _____

4. Business Fax Number: _____

5. Firm website: _____

6. Federal Employer Identification Number (EIN): _____

7. Date (MM/DD/YYYY) Firm was Established: ____/____/____

8. Name, Address and EIN of Affiliates or Subsidiaries (use a separate sheet if necessary):

9. Officer or Principal of Firm and Title:

10. Name, telephone number, and email address of contact for questions:

11. Is your firm certified by the Authority as a Minority-owned, Woman-owned or Small Business Enterprise (M/W/SBE)? Yes No

If yes, please attach **Port Authority** certification as a part of this profile.

If your firm is an M/WBE not currently certified by the Authority, see the Authority's web site – <http://www.panynj.gov/business-opportunities/supplier-diversity.html>, to receive information and apply for certification.