

February 21, 2014

SUBJECT: REQUEST FOR QUALIFICATIONS FOR PERFORMANCE OF EXPERT PROFESSIONAL SERVICES – PREPARATION OF STRATEGIC VISION PLANS FOR AIRPORTS OPERATED BY THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY (RFQ #36807)

Dear Sir or Madam:

The Port Authority of New York and New Jersey (Authority) is seeking Statements of Qualifications (SOQ) from firms (consultants or team of consultants) with expertise in aviation planning to respond to a subsequent Request for Proposals (RFP) for performance of the subject services. Generally, the services will consist of developing a strategic vision plan for each of the six airports (John F. Kennedy International, LaGuardia, Stewart, Newark Liberty International, Teterboro, and Atlantic City International Airports) operated by the Authority. The plans will be developed employing recently completed planning, and ongoing studies as appropriate, and as otherwise stipulated in the draft scope of work document (Attachment A) that will accompany the RFP and a final form of which shall be included in, and form a part of, any awarded agreement. Recently completed studies include the Airport System Capacity Planning Study, Regional Air Service Demand Study, and Regional Planning Association (RPA) Study as prepared by others, which may be supplemented by the selected Consultant in performance of the contemplated services.

A draft of Attachment A is included herewith for your information and use. The Authority reserves the right to make any changes to said Attachment prior to, during, or after issuance of an RFP for performance of said services or modified services, as it deems appropriate and necessary. It is included herewith only for the purpose of providing interested responders to this RFQ with such information about the subject work, that is in the possession of the Authority.

Only Consultants pre-qualified through this prequalification (RFQ) process will be permitted to respond to the subsequent RFP.

I. QUALIFICATION REQUIREMENTS

The Authority will only consider SOQ from firms (or teams) able to demonstrate compliance with the following qualification requirements:

- A. Firm qualifications and demonstrated experience in the successful completion, within the past ten (10) years of the following:
1. at least one (1) complex Master Plan (MP) study valued at a minimum of \$5 million at a large hub airport (more may be included if the respondent chooses);
 2. an engineering/design/implementation of at least two (2) airport development projects each valued at a minimum of \$10 million in construction cost at large hub airport(s);
 3. at least one project valued at \$1 million that utilized Federal Aviation Administration (FAA) design standards; and
 4. at least two (2) financial feasibility studies each valued at a minimum of \$1 million for a project or a program at a large hub airport.

B. Staff qualifications and experience:

1. Project Manager with a minimum of 10 years of experience in conducting complex MP studies, with at least one project having utilized FAA design standards;
2. Senior Engineer with a minimum of 10 years of experience in engineering/design/implementation of at least two (2) airport development projects each valued at \$5 million or more; and
3. Lead Financial Analyst with a minimum of 10 years experience in the performance of financial feasibility studies, and the completion of at least two (2) such studies for project or program at a large hub airport in the last 10 years.

II. SUBMITTAL FORMAT REQUIREMENTS

To respond to this RFQ, Consultants shall submit a concise qualifications package complying with the following format requirements:

- A. To be acceptable, the submission shall be no more than 30 pages (single-sided using 12 point or greater font size), not including resumes. Individual sheet size shall not exceed 11"x17" (except as noted otherwise). Brochures or other promotional materials shall not be included. Section IV. items A, B, C, and F are also not included in the page count nor are page dividers. Each resume of staff shall be two-page maximum, single-sided or one-page double-sided, using 12-point or greater font size. Pages shall be numbered and bound, or in a 3-ring binder, with "Your Firm Name", and **RFQ Number 36807** clearly indicated on the cover.
- B. Each section of the submission shall be separated with a tab divider that is labeled in accordance with the requirements specified below in Section IV.
- C. For the purpose of allowing the Authority to monitor interest in this RFQ, each Consultant shall submit an email to Tracy Tiernan at ttiernan@panynj.gov, no later than March 10, 2014, identifying the Consultant, their contact information including name(s), mailing and email address(es), and telephone number(s) stating their intention to respond to this RFQ within the allotted time.
- D. All submissions must be delivered in sealed envelopes and/or packages. Address the Proposal to: The Port Authority of New York and New Jersey, 2 Montgomery Street, 3rd Floor, Jersey City, NJ 07302, **Attention: RFQ Custodian**. Do not address your submittal to any other name. You are requested to submit one (1) reproducible original, clearly labeled as "Original Qualifications Package", and five (5) copies, along with one (1) compact disc copy of the submission for review. In case of conflict, the reproducible original of the submission shall take precedence over material on the compact disc.
- E. Each submission to the Authority, including any return address label, all copies, as well as the compact disc, and the reproducible original, shall indicate the Consultant's **FULL LEGAL NAME WITHOUT ABBREVIATIONS**. Failure to comply with this requirement may delay or even preclude the submission from being considered, and any such result shall be the responsibility of, and at the risk of, the Consultant.
- F. Qualifications submittals should be forwarded in sufficient time so that the Authority receives them **no later than 2:00 p.m. on March 27, 2014**. The cover of your submittal must include the RFQ Number (as stated above) and the RFQ title.

- G. The Authority assumes no responsibility for delays caused by any delivery services. For submissions to be hand-delivered, it should be noted that only individuals with proper identification (i.e. photo identification) will be permitted access to the Authority's offices. Individuals without proper identification shall be turned away and their packages not accepted.

III. SUBMITTAL REQUIREMENTS

To respond to this RFQ, provide the following:

- A. In the front of your submission, a copy of Attachment B (Agreement on Terms of Discussion), signed by a duly authorized officer of your firm. If the Consultant is a joint venture, an authorized representative of each party shall sign a copy of Attachment B.
- B. Complete a copy of Attachment C (Company Profile).
- C. Transmittal Letter

Each Respondent shall submit a transmittal letter on its letterhead, signed by an authorized representative, introducing your firm (team) and demonstrating compliance with each of the "Qualification Requirements" listed above. ***If your firm's compliance with the "Qualification Requirements" is not included in this transmittal letter, even if your firm's compliance is listed elsewhere in the submittal, your response shall not be further considered.*** Your transmittal letter shall also include the following:

A statement indicating whether the Consultant is submitting as a single entity or joint venture. If a joint venture, submit all information required for a single entity for each participant in the joint venture. If a joint venture is deemed qualified to receive the RFP, the joint venture shall be composed of the same participants as were in the joint venture when it submitted the response to the RFQ. No substitution of participants will be allowed without the express prior written permission of the Authority.

Submit a copy of any written agreement, or understanding, which exists between each party to the joint venture as part of your submittal. If no written agreement or understanding exists, the lead firm shall be identified and the joint venture shall include in its submittal a written statement explaining how the joint venture will fulfill the requirements of the services and. such explanation shall fully discuss and identify the responsibility of each party to the joint venture for performing the required services.

All joint venture Consultants must provide documentation of their legal status (or documentation of its pending status). If the qualifications package is submitted by a joint venture that has not been established as a distinct legal entity (a "common law joint venture"), each participant of the joint venture shall be held jointly and severally liable and must individually execute and perform all acts required by the RFQ. Documents signed by a common law joint venture in connection with a submission shall include the names of all participants of the joint venture followed by the words "acting jointly and severally."

- D. Qualifications and Experience of Staff

Prepare an organization chart for this project that identifies the key individuals, their firm and office address, function, task responsibility and reporting relationships.

Include a profile of the persons identified in the organization chart that describes how their experience and technical abilities will assist in the successful completion of the proposed project. Attach a detailed resume for each individual that includes his or her educational background, chronological history of employment, and any relevant licenses and/or certifications. The resumes should clearly identify the years of experience in the field related to the tasks, for which the individual will be responsible and include compliance with Solicitation Requirements shown in Section I.B. above.

1. List the name(s), title(s) and resumes of personnel who will be assigned to perform any services requested. Identify subconsultants, if any, and indicate their experience and qualifications. Job titles shall include, but are not limited to, the following:
 - a) Lead Project Manager
 - b) Lead Engineer
 - c) Lead Financial Analyst

For all titles listed, provide a profile to demonstrate that the individual has the needed experience to complete the services outlined in the Attachment A. Identify the main projects the individual has managed in the past year. If the individual is currently managing other work, clearly state how he or she intends to also work on this project. (Include percentage of time to be dedicated to this project as well as others.)

2. Other Key Personnel Experience:

Detail the experience of key individuals to be responsible for the successful completion of the proposed project.

E. Firm Qualifications and Experience

1. This shall include, but not be limited to, a list of entities for which similar services have been provided. Include compliance with Solicitation Requirements shown in Section I.A. above.
2. Aviation Planning Experience. Provide details of any relevant experience with conducting complex aviation planning studies. Highlight any projects involving Large Hub commercial service airports.

Provide a description of the assignments, firm names, start and end dates, total cost of each assignment, and a contact (name, telephone number and email address) as required for the Authority to confirm said information.

F. Conflict of Interest Disclosure

If the Consultant or any employee, agent or subcontractor may have, or may give the appearance of, a possible conflict of interest; the Consultant shall include in its submission, a statement indicating the nature of the conflict or possible conflict. The Authority reserves the right to disqualify the Consultant if the Authority determines, in its sole discretion, that 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. If applicable, the Consultant shall describe measures it shall implement to minimize or eliminate a conflict of interest.

IV. RFQ SELECTION PROCESS

Consultants will be pre-qualified based on an evaluation of the factors listed below, in order of importance, and as detailed in Section III above.

- A. Qualifications and Experience of the staff, including proposed subconsultants; and
- B. Qualifications and Experience of the firm

Only those firms deemed best qualified in terms of the foregoing criteria shall be issued the subsequent RFP.

V. ORAL PRESENTATIONS

After review of all SOQ submissions, 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 would be limited to 30-minutes, and include the material contained in your SOQ. The presentation would be followed by an approximate 30-minute question and answer session. Respondent's staff providing the presentation shall be led by the proposed Lead Project Manager, who may be supported by no more than five (5) other senior staff members proposed to work on this project. Notification of presentation scheduling is made by email. Please provide the name 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.

VI. ADDITIONAL INFORMATION

It is Authority policy that its contractors and vendors comply with the legal requirements of the States of New York and New Jersey. Consultant's 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.

Should you have any questions, please e-mail them to Tracy Tiernan, Principal Contract Specialist, at ttiernan@panynj.gov. All such emails must have "RFQ #36807" in the subject line. All questions should be submitted no later than 4:00 P.M. five business days prior to the submittal due date. Neither Ms. Tiernan nor any other employee of the Authority is authorized to interpret the provisions of this RFQ or enclosed documents or give additional information as to its 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 RFQ or the enclosed documents, as appropriate.

During this RFQ process, you must monitor the Authority's website at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html> for any changes in the form of addenda to this RFQ.

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

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

The Authority reserves the right, in its sole and absolute discretion, to reject any or all submissions, to undertake discussions and modifications with one or more Consultants, to waive defects in submissions, and to proceed with that submission or modified submission, 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 - DRAFT

PERFORMANCE OF EXPERT PROFESSIONAL SERVICES - PREPARATION OF A STRATEGIC VISION PLAN FOR THE PORT AUTHORITY OF NEW YORK & NEW JERSEY'S AIRPORTS

I. BACKGROUND

The Port Authority of New York and New Jersey (“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 the region’s major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia, Stewart International, Atlantic City); marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook, Brooklyn Piers), and interstate tunnels and bridges (Lincoln and Holland Tunnels; George Washington, Bayonne, and Goethals Bridges, Outerbridge Crossing). The facilities 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), that is a heavy-rail rapid-transit system, operating 24 hours a day, seven days a week, and serves as a critical link in the New York-New Jersey transportation network.

Today the Authority’s high passenger volume airports are operating near maximum capacity. They face challenges such as land constraints and aging infrastructure. The Authority is seeking a Consultant to prepare Strategic Vision Plans for each of its six airports. The Strategic Vision Plans shall provide an incremental (short, mid, long-term) development plan for each airport as required to accommodate existing, and forecast increase in, aviation demand. Each airport’s Strategic Vision Plan shall focus on airfield, terminal/landside, support/non-aeronautical facilities, and business/financial aspects, and shall provide guidance for prioritizing elements of the Authority’s Capital Plan.

II. SCOPE OF WORK

The services of the Consultant shall generally consist of providing aviation planning services, including financial and estimating services, and architectural/engineering design reviews pertaining to all aspects of each of the airports managed and/or operated by the Authority, and thereby prepare a Strategic Vision Plan for each of the Authority’s airports. The Strategic Vision Plans are intended to prioritize improvements for each of the Authority’s six airports and shall contain short (0-5 years), medium (6-10 years), and long-term (11-20 years) implementation plans for such improvements, as well as Airport Layout Plans and Capital Investment Plans (CIP) identifying sources of funding for all recommended projects.

The Consultant shall supplement some elements (i.e. Inventory and Forecasts) of the available reports/documents (See Section IV) as needed to conduct a *needs analysis* for all aspects of the airports, and thereby propose developmental options to address identified needs and evaluate proposed improvements with regard to constructability, operational feasibility, financial feasibility, and environmental impacts. As a result of its analysis and evaluation, the Consultant shall prepare a draft and final Strategic Vision Plan for each airport.

III. DESCRIPTION OF CONSULTANT'S TASKS

Tasks to be performed by the Consultant shall include, but are not limited to:

TASK A. PROJECT SCHEDULE

Submit a draft, detailed project schedule. The schedule shall include, but not be limited to: project milestones and interdependencies, tasks and sub-tasks, and shall allow for review of all submittals by the Authority, and incorporation of Authority comments. The project schedule shall be cost loaded and prepared using the Critical Path Method in Gantt format.

The duration of Tasks C through K as described below will be no more than 30 months.

Prepare and submit one (1) digital file of the electronic version of the project schedule. Incorporate Authority comments as required, and re-submit one (1) digital file. Update the schedule monthly to reflect the progress.

TASK B. MEETINGS

1. Attend a kick-off meeting, progress meetings (frequency to be determined), and presentations, as required by the Authority.
2. Record, and subsequently distribute for review and comment, draft minutes. Incorporate all comments as appropriate and resubmit minutes as final.
3. Prepare presentation materials 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.

TASK C. GOALS AND OBJECTIVES

1. Meet with the Authority to identify goals and objectives for each airport. The goals and objectives shall be based on a variety of factors, including, but not limited to, historic roles of the airports, current roles of the airports, the Authority's "vision" for the future, and demand factors that shall be applied to each airport and its associated city or county in order to measure demand for aviation and aviation-related services. The factors considered in airport role assignments shall include both aviation and non-aviation factors.
2. Submit draft initial goals, objectives, and role assignment report for each airport, incorporate Authority's comments as appropriate, and re-submit as final.

TASK D. INVENTORY AND EXISTING CONDITIONS

1. Review the referenced documents (see Section IV) as required to compile, consolidate and organize relevant information. This information shall include, but not be limited to, all available plans, specifications, maps, photographs, drawings and other data, including Federal Aviation Administration (FAA) Forms 5010-1 and National Oceanic Atmospheric Administration (NOAA) Obstruction Charts, data and information pertaining to climate including, as available, wind coverage, annual rain/snow fall, annual Instrument Flight Rules (IFR) vs. Visual Flight Rules (VFR) days, etc. to be used throughout the Strategic Vision Plan(s) in support of various analyses.

The Consultant shall compile/prepare new data and related documentation only when existing information is found to be incomplete or outdated, and only upon prior approval of the Authority.

Examine plans and documents of the airports physical facilities to determine their type, size, condition, and use. Review of additional documents may also be required. The plans and documents identify and describe existing facilities, noting type (i.e., hangars, pavement, etc.), size (i.e., approximate dimensions or square-footage), condition (i.e., excellent, fair, poor), and use (i.e., current tenant, or the description of how the facility is being utilized). The Consultant shall note existing utility service (water, electric, gas, and sanitary sewer). On-site inspections of airport facilities will not be required.

TASK E. AVIATION FORECAST

In April 2012, the FAA approved Long Range forecasts for the Authority Airports (excluding ACY) as part of the ongoing Airport System Capacity Planning Study based on actual passenger and operational data as of yearend of 2010. While the approved results for the forecast year (2032) will not be changed, forecasts for the interim years shall be supplemented as appropriate.

TASK F. NEEDS ANALYSIS REPORT

Based on the Inventory and Forecasts (Tasks D and E), the Needs Analysis Report shall identify airfield infrastructure, passenger terminal/landside infrastructure, air cargo facilities, general aviation, ancillary support facilities, non-aeronautical facilities and redevelopment challenges and constraints; convert them into types and quantities of actual physical facilities required to meet existing and forecast demand of aviation activity; and identify short (0-5 years), mid (6-10 years), and long term (11-20 years) corrective actions for problems that demand immediate attention or will require attention in the future. The Needs Analysis Report shall consist of, but not be limited to:

1. Airside Infrastructure
 - Aircraft ground traffic patterns
 - Taxiway/taxilane
 - Restricted service road
 - Severe Weather Avoidance Procedures (SWAP)

- Aircraft staging area
 - Holding pads
 - Remain overnight parking positions
 - Deicing facilities
 - Airfield lighting
 - Navigational Aids
 - Utilities
2. Passenger terminal
 - Peak hour capacity & requirement analysis for major components
 - Passenger processing nodes
 - Apron and Gates capacity
 - Frontage curb and auto parking
 3. Landside Infrastructure
 - Roadway capacity and requirement
 4. Air cargo facilities
 - Trends in air cargo
 - Review historical documents at competing airports
 - Compare lease structure at similar airports
 - Review historical documents at competing airports
 5. General aviation
 - Fixed Base Operators
 - Hangars
 - Aprons
 6. Ancillary support facilities
 - Maintenance Hangars
 - Ground Service Equipment
 - Flight Kitchens/Commissaries
 7. Non-aeronautical facilities
 - Offices
 - Hotels
 - Training Centers
 8. Redevelopment challenges and constraints

- Site Conditions
- Infrastructure
- Utility Constraints

9. Other, as determined by the Authority

Submit a draft Needs Analysis Report documenting findings. Incorporate Authority comments as required, and resubmit as final.

TASK G. DEVELOPMENTAL OPTION SCENARIOS

Using the Needs Analysis performed under the previous task, up to three airport-wide developmental options, for each Authority airport, shall be identified. These scenarios shall take into account the development needs of the airports to meet existing demand as well as projected aviation demand levels as determined in the forecasting task.

Key issues related to airside, terminal, landside, cargo and general aviation development shall be identified. These issues shall guide the development option scenarios.

All scenarios shall be broken out into three different time periods (0-5, 6-10, and 11-20 years). Developmental option scenarios shall at a minimum consist of:

- Existing airport boundaries
- Potential expansion of airport boundaries
- Recommendations for the highest and best use for all airport property
- Potential revenue support from non-aviation uses
- Land use maps and zoning strategies
- Land acquisition
- Airfield Operations Area
- Terminal and gate
- Air cargo and general aviation
- Landside facilities
- Ancillary support facilities
- Non-Aeronautical

For each scenario, prepare:

1. Development schedules
2. High-level/rough-order-of-magnitude cost estimates
3. Preliminary environmental assessment

Any and all alternatives developed shall comply with all applicable FAA and Authority design standards.

TASK H. REDEVELOPMENT ALTERNATIVES ANALYSIS

The analyses shall follow generally accepted planning practices, be replicable, consistently applied, and well documented and shall be evaluated at a minimum with regard to:

- Constructability
- Operational feasibility
- Financial feasibility
- Environmental issues
- Fatal Flaws

The evaluation shall result in recommended development for each airport that will satisfy the Authority's existing and future needs and be suitable for inclusion on the Authority's CIP.

TASK I. FINANCIAL FEASIBILITY ANALYSIS

Evaluate the financial feasibility of the recommended improvements both as individual projects and in the aggregate as planned phases (0-5, 6-10, 11-20 years) of future development. Each analysis shall be separated into specific itemized projects. The level of detail shall be sufficient to make accurate preliminary cost estimates, to be performed and included by the Consultant. Projects shall generally be listed in accordance to the sequence in which they are to be recommended for implementation and in priority order for funding and inclusion in the CIP. Expenses shall be itemized along with forecasted airport revenues (to include leases, fuel flowage, federal entitlements/grants, alternate funding sources, etc.) to identify possible funding sources for the proposed projects. For large ticket items (value to be determined) a cost/benefit analysis shall also be performed.

TASK J. SHORT (0-5 YEARS), MEDIUM (6-10 YEARS), AND LONG-TERM (11-20 YEAR) IMPLEMENTATION PLANS

1. Prepare a proposed CIP for each airport, which includes estimates of the amount of funds available from various funding sources to determine the net amount of capital funds required by the Authority to accomplish each proposed stage of improvements for the airports for short, medium, and long-term.
2. Alternative financing strategies that may be available for implementing the proposed development program shall also be analyzed.
3. Develop an Airport Layout Plan (ALP) drawing depicting short, mid, and long-term development for each airport.

Implementation Plans shall include, but not be limited to, the following:

- Recommended improvement alternatives
- Formulation of the capital improvement plan (CIP) or developmental plan
- Project priority, sequencing, and comprehensive implementation schedules
- Airport Layout Plan Drawing for each airport

TASK K. REPORT PREPARATION AND OTHER DELIVERABLES

All draft documents shall be provided to the Authority for review and comment. At a minimum, draft documents shall include report text, a CIP, land use plan and ALP drawing for each airport. Upon completion of all tasks, a draft of the completed Strategic Vision Plan Reports and associated documents shall be assembled and distributed for final review by the Authority. After comments are responded to and all necessary revisions incorporated, the final documents shall be prepared and submitted to the Authority in both electronic and paper formats.

IV. INFORMATION AND MATERIALS PROVIDED BY THE AUTHORITY

The Authority will make available, for the shortlisted Consultants' information, documents including, but not limited to, those listed below. These documents 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. They will be made available to the shortlisted Consultants merely for the purpose of providing the shortlisted Consultants with such information as is in the possession of the Authority for their use in preparing their proposals, whether or not such information may be accurate, complete, or pertinent, or of any value to the Consultant.

- A. Airport System Capacity Planning Study
- B. Regional Air Service Demand Study
- C. Regional Plan Association Study (Updating to World Class – The Future of the New York Region's Airports)

* * *

ATTACHMENT B

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 (FOI Code) 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 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 QUALIFICATIONS FOR PERFORMANCE OF EXPERT
PROFESSIONAL SERVICES – PREPARATION OF STRATEGIC VISION PLANS FOR
AIRPORTS OPERATED BY THE PORT AUTHORITY OF
NEW YORK AND NEW JERSEY (RFQ #36807)**

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.