

THE PORT AUTHORITY OF NY & NJ

REQUEST TO QUALIFY (“RTQ”) INFORMATION

FOR

RTQ – 23464

IMMEDIATE REPAIRS WORK ORDER CONTRACTS

2011 THROUGH 2014

JANUARY, 2011

I. INTRODUCTION:

The Port Authority of New York & New Jersey (the “Port Authority” or the “Authority”) is a body corporate and politic created by interstate compact between the States of New York and New Jersey with the consent of the Congress of the United States. The Port Authority, together with its wholly-owned subsidiaries, provides the region with integrated transportation and trade services and operates facilities in connection therewith, including, but not limited to, five major regional airports, interstate traffic through four bridges and two tunnels, a bus terminal, a bus station, the PATH rapid transit system, the Hoboken-lower Manhattan ferry service, the World Trade Center site and certain New York-New Jersey port facilities.

Responses to this Request to Qualify (“RTQ”) are due on the Response Due Date set forth on the advertisement of this RTQ. Responses received after that date and time may not be accepted.

Only firms that have submitted this Prequalification Package and who have received written notice from the Authority in relation to their submission that they are pre-qualified for the specific project described below, will be asked to respond to future solicitations on this project.

II. PROJECT DESCRIPTION:

The Authority wishes to pre-qualify firms to submit bids for ten Immediate Repairs Work Order Contracts on a call-in basis as needed. This work will be performed at various Port Authority Facilities

- John F. Kennedy International Airport
- LaGuardia and Stewart Airports
- Newark Liberty International Airport and Teterboro Airport
- Holland Tunnel and Staten Island Bridges
- Lincoln Tunnel and Port Authority Bus Terminal
- George Washington Bridge and Bus Station
- PATH
- New York Port Facilities
- New Jersey Port Facilities
- Real Estate Services (Tenant Occupied Buildings)

It is anticipated but it is not guaranteed that work required by the Contract may include, but may not necessarily be limited to the following:

A. Scope of Work

This contract provides for immediate repair work orders and inspection support work orders, to be issued by the Chief Engineer, to ensure public safety and maintain essential facility operations. These work orders will provide a mechanism for resolving structural integrity problems requiring immediate repairs, as required, to ensure public safety and/or maintain essential facility operations.

The firm should be able to:

1. Provide labor, materials and equipment not more than 24 hours after notification of the need for an Immediate Repair by the Chief Engineer.
2. Respond with all construction disciplines and shall also be able to close lanes on major highways. In addition, the firm shall demonstrate the ability to obtain construction permits, such as lane closure permits, sidewalk closure permits, road-opening permits, environmental permits and other permits required by state and local jurisdictions. All work needs to be completed in accordance with current federal, state and local environmental, health and safety regulations.
3. Provide Inspection Support Services including elevated access, lane closures, providing various types of equipment for the use of inspection team, removal/replacement of architectural finishes such as ceilings and cladding, etc. within 7 days notice by the Chief Engineer.
4. Complete multiple immediate repair and inspection support service responses simultaneously.

The firm must possess administrative and management procedures to i) provide timely contract estimates for each work order, ii) maintain detailed financial records and iii) schedule and manage multiple responses. In addition, the firm should have available written safety procedures for the various element of work.

B. Estimated Contract Price

The total cost of all Work Orders shall not exceed \$1,500,000.

C. Contract Schedule

It is presently anticipated but it is not guaranteed that bid document(s) may be available to pre-qualified bidders on a call-in basis as needed. It is the present intention of the Authority to have all Work under the Contract completed within three (3) years after the date of the acceptance of the confirmed Contractor's Proposal. However, if a Work Order is issued prior to the date three (3) years after the date of the Authority's acceptance of the Contractor's Proposal that requires Work to be performed after the aforementioned 3 year period, the Contractor shall perform such Work and the Contract shall continue in full force and effect until the completion of such Work Order.

III. SUBMITTAL INSTRUCTIONS AND CONTENT

A. Requirements

To be considered for prequalification, the respondent must demonstrate to the satisfaction of the Chief Engineer of the Authority that it meets the scope of work of the RTQ as stated in paragraphs IIA. and IIB. Company brochures alone shall not be submitted for the purpose of demonstrating experience and technical expertise. Submittals must be tailored to the specific requirements of this RTQ. If the respondent cannot demonstrate that it meets all of the below mentioned qualifications, then the respondent may with others form a joint venture and request that the joint venture and be pre-qualified as set forth in paragraph below.

1. Minimum Experience of the Firm:

The firm must demonstrate that they have as a heavy or building general contractor, a minimum of 5 year(s) construction experience on contracts comparable in type and complexity to that described in paragraph IIA&B. The prospective bidder must also demonstrate that during the last 3 year(s)

- a. It has a minimum annual gross income of \$2,000,000 for each of the last three (3) years.
- b. It had at least 1 previous contract showing it owns or has the capability to provide equipment, sufficient labor forces, to successfully complete the work and maintain multiple responses and.
- c. It has a minimum of three (3) years experience in performing work on a Call-In Basis or Emergency Response on a 24 hour/ 7 days a week basis.

The firm may also qualify if during the time period as stated above, the prospective bidder or persons or entities owning and controlling the prospective bidding firm, shall have satisfactorily performed, as owning and controlling another firm, having completed services of similar scope to those required under this Contract. The work must have been completed skillfully in a satisfactory manner and on time

2. Minimum Qualifications of the Project Manager or Superintendent

The firm's Project Manager/Superintendent must have a minimum of ten (10) year(s) construction experience on contracts comparable in size, type and complexity outlined in Paragraph IIA&B. Please provide resume.

B. Submittals

The following items, must be submitted in order to be considered for qualification on this specific project:

1. Attachments

In order to expedite the evaluation of the qualification information furnished, the prospective bidder must complete and submit the attached documents. Responses that fail to adhere to this stipulation may be excluded from consideration. The following attachments are incorporated herein and must be submitted:

- A. [Contractor's Qualification Statement](#)
- B. [Attachment I – Agreement on Terms of Discussion](#)
- C. [Attachment II - Nondisclosure and Confidentiality Agreement](#) - if attached

2. Performance and Payment Bond

The prospective bidder must be able to obtain a Performance And Payment Bond for the amount indicated in paragraph II.B from a surety company whose name appears on the current list of the Treasury Department of the United States as acceptable as a surety upon federal contracts. A letter from the surety company must be submitted with this RTQ.

3. Experience Modification Ratio

The prospective bidder must submit a copy of the Experience Modification Ratio (EMR) for itself and for each of its named Subcontractors as a measure of the respondent's safety record. If the ratio exceeds 1.2, a written explanation shall be provided.

4. Required Licenses/Certifications

The Contractor and/or proposed sub-contractors must have all required NJS, NYS and / or NYC certifications and / or licenses to perform the work in accordance with codes, rules and regulations if applicable.

5. Name and Phone Number of Security Information Manager

The Contract may require access to Port Authority Confidential and Privileged Security Information. Confidential and Privileged Security Information is

information belonging to the Port Authority that, if it were subject to unauthorized access, modification, loss or misuse could seriously damage the Port Authority, public safety, or homeland security. Protecting this 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. These procedures are identified in the Port Authority's "Information Security Handbook". To that end, the Security Capital Program maintains a secure collaborative Program Website called Livelink to store, share and distribute all Project documentation. For any information deemed to be Confidential & Privileged Security Information/SSI, Livelink is the only acceptable means of electronically distributing and sharing such information. Each prospective bidder and each participant in a joint venture shall designate a Security Information Manager ("SIM") responsible for identifying members of their team who will need access to Livelink and for assuring that those members have passed the requisite background checks and have completed the requisite Livelink access forms. The SIM will be responsible for maintaining their firm's Livelink user account access list. In addition, the SIM will identify an individual who will be trained by the Port Authority in the use of Livelink and that individual will subsequently be responsible for training the prospective bidder's team. Please submit the name and phone number of your SIMS.

NOTE: **The Information Security Handbook requires that certain criteria be met prior to being granted access to Confidential Information. Generally, an individual must be a U.S. Citizen, or be an alien who has been lawfully admitted for permanent residency or employment (indicated by immigration status), as evidenced by Immigration and Naturalization Service documentation, or be a national of the United States as defined by the Immigration and Nationality Act. This requirement may be waived in exceptional circumstances and contractors should refer to § 3.2 of the Information Security Handbook for details on this policy and the process for waiver.**

IV. SUBMISSION INSTRUCTIONS:

Respondents must clearly indicate the RTQ# and Title on the outside of any package or document submitted in connection with this Contract.

The respondent shall submit six (6) copies of the required qualification information or preferably, one (1) hard copy and six (6) copies in CD-Rom format to Suchetha Premchan sufficient time so that the Authority receives it no later than 4:00 p.m. on February 15, 2011 to:

spremchan@panynj.gov
The Port Authority of New York and New Jersey
Procurement Department
One Madison Ave, 7th Floor
New York, NY 10010

Late submittals may be rejected.

Any questions concerning this RTQ should be directed to Suchetha Premchan at spremchan@panynj.gov. Neither Suchetha Premchan nor any employee of the Authority is authorized to interpret the RTQ or give additional information as to its requirements. Such interpretation or additional information will only be given by written addendum to this RTQ

V. NOTIFICATION

Notification as to whether a prospective bidder has been pre-qualified will be made only by a notice in writing, signed by the Director of Procurement or her designated representative on behalf of the Authority and mailed or delivered to the office designated by the prospective bidder in its response to this RTQ.

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