

THE PORT AUTHORITY TRANS HUDSON CORPORATION

REQUEST TO QUALIFY (“RTQ”)

FOR

RTQ#45394: PATH – REPLACEMENT OF SUBSTATION No. 9

CONTRACT PAT-084.001

March 2016

The Contract awarded as a result of bids received from bidders deemed qualified through this Request to Qualify (“RTQ”) may be funded in whole or in part by the Federal Transit Administration (“FTA”). Accordingly, all Bidders must comply with the applicable FTA provisions set forth in the Bid Documents. Bid Documents will only be provided to prequalified bidders and any Contract awarded as a result of the bids will contain applicable FTA provisions that the Contractor will be required to comply with.

I. INTRODUCTION

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is a body corporate and politic created by 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, including the Port Authority Trans-Hudson Corporation (“PATH”), provides the region with integrated transportation and trade services and operates facilities in connection therewith, including, but not limited to, four major regional airports, four bridges and two tunnels that serve interstate traffic, 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 RTQ are due beginning on the Response Due Date set forth in the advertisement of this RTQ. The submission of qualifications under the referenced RTQ shall remain open until such time that Bid Documents, inclusive of plans and specifications are made available to all prospective Bidders. Firms will be qualified on a rolling, ongoing basis up to the issuance of Bid Documents. At which time, the Authority anticipates releasing Bid Documents to the qualified bidders. However, please note that the RTQ shall remain open until notification of the RTQ Closing via future Addendum.

Only prequalified firms who have received written approval from the Authority will be asked to respond to future solicitations on the specific project described below.

Note: In this RTQ, “firm,” “contractor,” “you,” “bidder,” “Respondent” and “Proposer” shall refer to the same party.

The Authority will be accepting bids for Contract PAT-084.001- “PATH - Replacement of Substation No. 9” following a 2 Step Bid process as follows:

- Step (1): Interested Respondents must respond to the referenced RTQ dated March 2016 in order to qualify to receive Bid Documents; and
- Step (2): Bidders that meet the qualifications outlined in this RTQ, and are deemed prequalified by the Authority, will be invited to submit lump sum Bids.

II. PROJECT DESCRIPTION

The Authority wishes to prequalify prospective firms to submit Bids for Contract PAT-084.001 "PATH - Replacement of Substation No. 9" The Work will be performed at PATH facilities located in Harrison, New Jersey. It is anticipated, but not guaranteed, that the Work required by the Contract may include, but may not necessarily be limited to, the following:

A. Scope of work

1. Replacement and upgrade of existing Substation No. 9 located in Harrison, NJ:
 - a. Construction of new two-story steel framed building for the new substation and related exterior stairs and platforms.
 - b. Furnish, install and commission, three (3) new 2,000 KW heavy-duty traction power transformer/rectifier units and 750V DC switchgear.
 - c. Furnish and install Supervisory Control and Data Acquisition (SCADA) system, Synchronous Optical Network (SONET) equipment, and security/access control.
 - d. Furnish, install and commission auxiliary power system consisting of two (2) 2000KVA, 26.4KV/480V transformers, 480V switchboard with main-tie-main configuration and automatic power transfer scheme to provide power for a low tension AC network to feed lighting, HVAC and ventilation equipment.
 - e. Furnish, install and commission HVAC, plumbing/fire protection, fire alarm and lighting systems.
 - f. Furnish and install sub-surface utilities such as electric service, water, sewer and storm water under active city streets and sidewalks.
 - g. Furnish and install utility bridge and utility pad and related traction power and communications utilities.
 - h. Furnish, install and splice new 27KV power feed cables from PSE&G manhole to the new substation.
 - i. Coordinate with local, city and state agencies with respect to acquiring all necessary approvals and permits.
 - j. De-energize, de-commission and demolish the existing Substation No. 9 building and outdoor switch yard after new substation is commissioned into service.
 - k. Perform all site work including site grading, roadways, curbs and

walkways, parking, landscape areas, perimeter fencing, site drainage systems and all related civil and exterior lighting scope.

2. All installation work is to be done without any interruption to PATH train service and facility operations. -

B. Estimated Total Contract Costs

For informational purposes only, the Authority estimates that the total Work required under the Contract will be in the range of \$30 to \$45 million.

C. Contract Schedule

It is presently anticipated, but it is not guaranteed, that Bid Documents be available to prequalified Bidders by the first quarter of 2017. It is the present intention of the Authority to have all Work under the Contract completed within 30-40 months after Award of the Contract.

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 minimum requirement of the RTQ as stated in Paragraphs III A.1. and III. A.2. 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 be pre-qualified as set forth in Paragraph B.5 below.

1. Minimum Experience of the Firm

The firm seeking to be pre-qualified should have a minimum of ten (10) years construction experience working on the following:

- a) Contracts comparable in size, type and complexity to that described in Paragraphs II. A and B.
- b) Completed, or substantially completed, as a prime or general contractor at least two (2) contracts of size, type and complexity comparable to that indicated in Paragraph II. A and B.
- c) Installed, tested and commissioned medium voltage substation equipment, or similar facility, involving 60% to 70% electrical work.

The prospective Respondent may also qualify if during the time period stated above the prospective Respondent or persons or entities owning and controlling the prospective Respondent have satisfactorily performed, as owning and controlling another firm, and completed services of scope similar

to that required under this Contract.

The examples of work must have been completed skillfully in a satisfactory manner and on time.

2. Minimum Qualifications of the Project Manager and Superintendent

The prospective Respondent's Project Manager and Superintendent must have a minimum of ten (10) years construction experience on contracts comparable in size, type and complexity to that outlined in Paragraphs II. A and B.

B. Submittals

The following items must be submitted in response to this RTQ in order to be considered for prequalification on this project:

1. Attachments

Respondents must complete and submit the attached documents listed below. Responses that fail to adhere to this requirement may be excluded from consideration.

- a. **Contractor's Qualification Statement**
- b. **Attachment I – Agreement on Terms of Discussion**
- c. **Attachment II – Non Disclosure and Confidentiality Agreement and Acknowledgments**
(click the above link to download)
- d. **Business Qualification Questionnaire Package** – Accessible by clicking on the following link: **<http://www.panynj.gov/inspector-general/inspector-general-programs.html>**

2. Performance and Payment Bond

The Contractor, upon award, will be required to obtain and provide a Performance and Payment Bond for the lump sum Bid amount 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 your response to this RTQ.

3. Experience Modification Rate

The Respondent must submit a copy of its Experience Modification Rate (EMR) as a measure of the Respondent's safety record. If the rate exceeds 1.2, a written explanation shall be provided.

4. Required Licenses/Certifications

The Contractor and/or proposed sub-contractors must, upon award, have all required New York and New Jersey certifications and/or licenses to perform the work in accordance with applicable codes, rules and regulations.

5. Joint Ventures

The Authority will entertain requests for prequalification from a joint venture. A joint venture itself may be prequalified if it submits its prequalification package as such, and is prequalified in accordance with this RTQ.

If two or more entities separately are prequalified and elect to submit a proposal as a joint venture, all participants in the joint venture shall be bound jointly and severally and each participant shall execute the Bid/proposal. (i.e., members of the joint venture may meet the qualification requirements collectively.)

6. Proof of Information Security Controls

a. Designation of Security Information Manager

The pre-qualified firms (and the awarded Contractor(s)) may require access to Port Authority Confidential or 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". Respondents may obtain a copy of the Information Security Handbook from the Port Authority's website:

<http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf>

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, 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 a national of the United States, as defined by the Immigration and Nationality Act. This requirement may be waived in exceptional circumstances and Respondents should refer to § 3.2 of the Information Security Handbook for details on this policy and the process for waiver. An individual may also be required to undergo background screening prior to being approved for receipt of certain information. As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Port 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 can be found at:

<http://www.secureworker.com>

S.W.A.C. may be contacted directly at (877) 522-7922 for more information.

Individuals may also be required to be attend an Information Security Awareness and Education training session. This training has been offered in the past, is offered from time to time and, if determined to be appropriate for this solicitation, will be offered again to the pre-qualified firms at a time and location to be determined at a later date.

Each Respondent, and each participant in a joint venture, if a joint venture is a Respondent, shall designate **at least one** Security Information Manager (“**SIM**”) responsible for identifying members of their team who will need electronic access to documents (generally, via LiveLink) and for ensuring that those members have passed the requisite background checks and have completed the requisite LiveLink access forms. SIMs shall be required to maintain their firm’s LiveLink user account access list. In addition, the SIM shall 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 Respondent’s team.

For each SIM, please submit the following information:

- 1) Full legal name
- 2) Title
- 3) Physical address
- 4) Email address
- 5) Phone number and fax number and
- 6) Proof that the SIM has been issued a SWAC credential. *

* If your firm’s designated SIM has been issued a SWAC credential, submit a copy of the face of the SWAC card with your response. While firms are not required to have a SIM with SWAC at the time of RTQ submission, you are highly encouraged to do so. Firms may be asked to supplement their responses to provide proof of issuance of a SWAC credential after they are notified of their prequalification determination.

b. Checklist for Project Team

You must submit a Microsoft spreadsheet showing the status, at the time of the RTQ submission, of your firm’s team for this project with respect to information security requirements. The spreadsheet must list all persons at your firm that may require access to Port Authority Confidential or Confidential and Privileged Information, and must set forth their status as to whether they have (1) undergone Port Authority Information Security Training; (2) executed a Port Authority Non-Disclosure Agreement (“NDA”); (3) executed a

Port Authority Exhibit A to the NDA; (4) executed an Exhibit B to the NDA; and (5) been issued a SWAC credential, if required.

Example Spreadsheet Illustration:

Name	Trained	NDA	Exhibit A (to NDA)	Exhibit B (to NDA)	SWAC
Jason Jones (Principal, C.E.O.)		1/31/2013	1/31/2013		
Noah Jacobs (Estimator)	2/12/2013		1/13/2013		Yes
Rodney Manning (SIM)	1/12/2013		1/12/2013		Yes
Franklyn Benjamin, P.E. (Subcontractor)	2/12/2013			2/15/2013	

7. Non-Disclosure Agreement

By submitting your firm’s prequalification to the Authority in accordance with this RTQ, your firm acknowledges and understands that if your firm becomes prequalified under this RTQ, it may be required to execute additional Non-Disclosure and Confidentiality Agreements and any required Acknowledgments prior to receiving any Confidential or Confidential and Privileged documents as described in the Information Security Handbook, in accordance with the issuance of bid documents. Additionally, if awarded the Contract, additional Non-Disclosure and Confidentiality Agreements and Acknowledgments may be required.

8. Background Qualification Questionnaire Package

The Port Authority has implemented a Project Corruption Prevention Program (“PCPP”) for this Project. One of the components of the PCPP is contractor and vendor screening, designed to ensure that, in addition to demonstrated records of quality performance and solid financial capacities, firms awarded contracts for work on Port Authority Projects possess high ethical standards and records of law abiding conduct. Screening is performed through the use of a background qualification questionnaire package (“BQQP”). This solicitation requires each Respondent to complete and submit a BQQP as part of its RTQ. In addition,

Respondents will also be required to ensure that their respective subcontractors, sub consultants and vendors, of all tiers, also complete and submit BQQPs.

The BQQ may be downloaded at:

<http://www.panynj.gov/inspector-general/inspector-general-programs.html>

The completed BQQ should be submitted to the Office of Inspector General by the Submission date set forth in Section IV.

IV. SUBMISSION INSTRUCTIONS

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

RTQ#45394: PATH - REPLACEMENT OF SUBSTATION NO. 9 –

Contract PAT-084.001

The Respondent shall submit eight (8) copies of the required prequalification information or, preferably, one (1) hard copy and eight (8) copies in CD-Rom format to spremchan@panynj.gov in sufficient time so that the Authority receives it no later than 4:00 p.m. on April 25, 2016.

PLEASE NOTE THE FOLLOWING-

All Responses must be delivered in sealed envelopes and/or packages.
The Procurement Department is located at 4 World Trade Center (4 WTC), located at 150 Greenwich St., 21st Floor, New York, New York, 10007.

**PLEASE READ THE FOLLOWING DELIVERY REQUIREMENTS CAREFULLY.
Respondents assume all responsibility for delays or problems in delivery.**

Responses will be received at:

The Port Authority of New York and New Jersey
Attention: Bid/Proposal Custodian
Procurement Department
4 World Trade Center 150 Greenwich Street, 21st Floor
New York, NY 10007

At this address, Responses will be accepted only when submitted via the United States Postal Service, UPS or hand delivery.

Clearly mark the solicitation number on the outermost package.

- A. There is extensive security at the World Trade Center Site. You must present a valid government-issued photo ID to enter 4 WTC. Individuals without packages or carrying small packages, envelopes or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All packages, envelopes and boxes may be subject to additional security screening.
- B. There is no parking available at 4 WTC/150 Greenwich Street, and parking in the surrounding area is extremely limited.
- C. Express carrier deliveries by commercial vehicles may be made only via vendors approved by Silverstein Properties, the WTC Property Manager, through the Vehicle Security Center (VSC). Presently, UPS is the only delivery vendor with approved recurring delivery times. UPS makes deliveries to 4 WTC around 9:30 a.m. each day. Please plan your submission accordingly.
- D. As additional express carriers may be approved by Silverstein Properties and scheduled for recurring delivery times with the VSC, this information may be updated.
- E. Under certain circumstances, a solicitation may allow for a commercial vehicle to be approved to make a delivery in accordance with VSC procedures. If applicable, the specific solicitation document will include that information.
- F. The Authority assumes no responsibility for delays, including, but not limited to, delays caused by any delivery services, building access procedures, or security requirements.
- G. All Responses must be delivered in sealed envelopes and/or packages. Address the Response as provided above. In case of conflict, the reproducible original of the Response shall take precedence over material on the compact discs.
- H. 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 Respondent 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.
- I. Provide the address of your firm to which any written correspondence should be sent.
- J. The cover of your submittal must include the RTQ Contract Number (as stated above) and the title. The Authority assumes no responsibility for delays caused by any delivery services.

K. If your Response is to be hand-delivered, please note that only individuals with proper identification (e.g. photo identification) will be permitted access to the Authority's offices. Individuals without proper identification will be turned away and their packages not accepted. It is necessary to carry valid photo identification when attempting to gain access into the building to hand-deliver proposals.

Late submittals may be rejected.

Any questions concerning this RTQ shall be directed to Suchetha Premchan at spremchan@panynj.gov. Neither Ms. Premchan nor any employee of the Port 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. CONFLICT OF INTEREST

If the Respondent or any employee, agent or subcontractor of the Respondent may have, or may give the appearance of having, a possible conflict of interest, the Respondent shall include in its proposal a statement indicating the nature of the conflict. The Authority reserves the right to disqualify the Respondent if, in the Authority's 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.

VI. NOTIFICATION

Notification as to whether a Respondent has been prequalified will be made only by a notice in writing, signed by the Chief Procurement Officer or her designated representative on behalf of the Authority and mailed or delivered to the office designated by the Respondent in its response to this RTQ.

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

CONTRACTOR'S QUALIFICATION STATEMENT

FOR

RTQ# 45394: PATH - REPLACEMENT OF SUBSTATION NO. 9 - Contract PAT-084.001

March 2016

A. Contractor's General Business Information

q Statement submitted by:

Name of Firm:

Name of Principal:

Business Address:

Telephone No:

Fax No:

E-mail:

Name & Telephone No. of contact person if not individual mentioned above:

Check how bid will be submitted: Single Entity Joint Venture

If a Joint Venture, each participant in such Joint Venture must submit all the information that is required for a single entity.

q Indicate which part of the work indicated in Paragraphs II.A and II.B of the attached Request to Qualify Information ("RTQ") you plan on performing with your own forces and what work you plan on subcontracting to another firm.

Work to be performed with own forces:

Work to be performed by sub-contractors:

B. Relevant Experience and Past Performance:

- q On **Schedule A**, below, list construction contracts completed by your firm, which document **your firm's meeting of the requirements indicated in Paragraphs II.A and II.B**. If a joint venture, list each joint venture partner's projects separately. Indicate if the contract was performed by your firm's own forces or by a subcontractor. Submit each project on one page in the following format.

SCHEDULE A - CONTRACTS COMPLETED:

Project Name, Location and Description	Owner/ Name, Address & Tel No. *	Design Engineer*	Date Completed	Contract Amount	Percent age of Work Comple ted by Own Forces **

***Include Name, Address and Phone No. of Reference Contact**

****Indicate amount of Firm's contract and if work was done as prime contractor**

- q On **Schedule B**, below, list the name and qualifications of the individual who will function as the **Project Manager**, as well as those of any other **key construction supervision personnel** to be assigned to the Contract along with the anticipated function and relevant experience of each person in the format below.
Attach resumes.

SCHEDULE B - KEY CONSTRUCTION SUPERVISION PERSONNEL:

Name	Position	Date started with Organization	Date started in Construction	Prior Positions and Experience in Construction

- q On **Schedule C**, below, list projects **currently under construction** (work on hand) by your firm. If joint venture, list each joint venture partner's projects separately. Please follow format below, one page per contract.

SCHEDULE C - CURRENT WORK ON HAND:

FIRM NAME: _____

Project Name, Location and Description	Owner Name, Address/ Tel No.*	Design Engineer	Contract Amount	Scheduled Completion Date and Percentage Complete**

***Include Name, Address and Phone No. of Reference Contact**

****Indicate amount of Firm's contract and if work was done as prime contractor**

SCHEDULE D: CURRENT BIDS SUBMITTED:

FIRM NAME: _____

Project Name, Location and Description	Owner Name, Address & Tel No.*	Design Engineer	Contract Amount	Anticipated award Date/Contract Duration

***Include Name, Address and Phone No. of Reference Contract**

Does your firm have the required certification(s) and/or license(s) required under paragraph III.B.4 of the RTQ, if required?

Yes **No** **Not Applicable**

If Yes - Submit documentation of required certification(s) and/or license(s)

If No, indicate how you plan on meeting this requirement:

q Has your firm ever failed to complete any construction contract awarded it?

Yes **No**

If yes, describe the circumstances on a separate piece of paper.

q In the last five (5) years, has your firm ever failed to substantially complete a contract in a timely manner? **Yes** **No**

If yes, describe the circumstances on a separate piece of paper.

q Identify prior contracts that contained stated goals for MBE/WBE participation and how such goals were met or exceeded:

Contract	Stated Goals	Actual % Obtained	Comments

C. Financial Information:

q Can your firm provide a Performance and Payment Bond for the full amount required? **Yes** **No**

q Indicate approximate total bonding capacity: _____

q Indicate name of your proposed surety company and name, address and phone number of agent:

Name: _____

Address: _____

Telephone No. _____

- q **Submit letter from your surety documenting your ability to submit the required Bond.**

D. Certification

I hereby certify that the information submitted herewith, including attachments, is true to the best of my knowledge and belief.

(Type or print business name of Firm)

By: _____
(Signature of officer of Firm)

(Print name of officer of Firm)

Dated: _____

(Type or print title of officer of Firm)



ACKNOWLEDGMENT BY NOTARY PUBLIC

STATE OF _____)

)ss:

COUNTY OF _____)

On the ___ day of _____ in the year 20___, before me, the above undersigned, personally appeared _____, the _____, of _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity.

Name of Notary (print) _____

(Affix Notary Stamp Here) _____

My Commission Expires _____

(Notary Signature)

(Date)

INTENTIONALLY LEFT BLANK

ATTACHMENT I - AGREEMENT ON TERMS OF DISCUSSION

RTQ#45394: PATH - REPLACEMENT OF SUBSTATION NO. 9 - Contract PAT-084.001

March 2016

The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), 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.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Freedom of Information Code and Procedure adopted by the Port Authority's Board of Commissioners on October 22, 2014, which may be found on the Port Authority website at: <http://www.panynj.gov/corporate-information/pdf/foi-code.pdf>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

(Company)

(Signature)

(Title)

(Date)

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

Port Authority Non-Disclosure and Confidentiality Agreement (NDA)
Instructions:

Please fill in the NDA as described below. All original NDA's must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department (as described on Page 8 of the NDA).

Field Form Number	Description of Data to be Entered
[1]	Insert Name of Your Company (All caps)
[2]	Insert Calendar Date
[3]	Insert Month
[4]	Insert Year
[5]	Insert Name of Your Company (All caps)
[6]	Insert Company's full street address (no P.O. boxes) – city, state, and zip code
[7]	Insert Agreement No. or Awarded Contract, Duration of Agreement or Contract, and Official Title of Agreement or Project.
[8a], [8b] & [8c]	Insert Name and address of Port Authority contact
[9]	Print Your Name (Signatory must be a Principal of the Company)
[10]	Print Your Title – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed (Should match date on Page 1)

The NDA signor must also sign an Exhibit A Related Party Individual Acknowledgment. All Prime employees that will come in contact with information must sign an Exhibit A Related Party Individual Acknowledgment.

EXHIBIT A

Port Authority Acknowledgment by Related Party Individual Instructions:

Please fill in the Exhibit A Related Party Individual Acknowledgment as described below. All original Related Party Individual Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

Field Form Number	Description of Data to be Entered
[1]	Insert Your Name
[2]	Insert Your Working Title (i.e. Project Manager, Field Inspector, Civil Engineer, etc.)
[3]	Insert Name of Your Company
[4]	Insert Name of Your Company OR if employed by for Sub-consultant/Sub-contractor insert the <u>Prime Company's Name</u> . (All caps)
[5a], [5b] & [5c]	Insert Month, Date, and Year of the <u>Prime's Company NDA (page1)</u> ,
[6]	Insert "Port Authority" OR if you are an employee of Sub-Consultant/Sub-Contractor, insert the <u>Prime's Company Name</u> .
[7]	Print Your Name
[8]	Insert Date Signed

EXHIBIT B

Port Authority Acknowledgment by Related Party Entity Instructions
(For use by Sub-Consultants or Sub-Contractors ONLY)

Please fill in the Related Party Entity Acknowledgment as described below. All original Related Party Entity Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

Field Form Number	Description of Data to be Entered
[1]	Insert Your Name – (Signatory must be a Principal of the Company)
[2]	Insert Your Title
[3]	Insert Name of Entity (Company Name)
[4]	Insert Type of Entity (Corp., LLC, etc.) and Jurisdiction of Formation (State)
[5]	Insert Full Address of Entity (Company Address)
[6]	Describe Scope of Work of Related Party (Work performing for Prime)
[7]	Describe Project (include Prime’s Agreement Number or Awarded Contract Number and Official Title)
[8a], [8b] & [8c]	Enter Month, Date and Year of the <u>Prime’s Company NDA</u> (page 1).
[9]	Insert Name of <u>Prime Company</u>
[10]	Print Your Name – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed

Sub-Consultant or Sub-contractor that signs Exhibit B must also sign an Exhibit A Acknowledgment. All Sub-Consultant or Sub-contractor employees must sign Exhibit A Acknowledgment.