

**THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**  
**REQUEST TO QUALIFY (“RTQ”)**

**FOR**

**RTQ# 45895 - PATH – NEW YORK AND NEW JERSEY FACILITIES –  
BUILDING AND SITE IMPROVEMENTS VIA WORK ORDER –  
CONTRACT PAT-647**

**MAY 2016**

**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 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 pre-qualified 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.

**II. PROJECT DESCRIPTION:**

The Authority wishes to pre-qualify firms to submit bids for Contract No. PAT-647, entitled “PATH – New York and New Jersey Facilities – Building and Site Improvements via Work Order”. This work will be performed at all PATH facilities, both in New York and 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. Work on an active railroad related to, but not limited to, miscellaneous work on or near active tracks, train yards, PATH tunnels and on PATH stations including electrical work, structural work and mechanical work. Strict coordination of the work with other contractors and PATH facility forces is required to limit disruption to PATH train operations.

2. Building construction work related to but not limited to, miscellaneous facility improvements including repair, rehabilitation, demolition and construction of various interior and exterior building system including: curtain wall, roof, concrete slab, ceiling, floor tile, interior finishes, construction, painting, mechanical, HVAC, electrical, electronics, sprinkler, plumbing, conveying systems, interior landscaping and utility runs within buildings.
3. Site improvement work related to, but not limited to, repair, rehabilitation, demolition and construction of concrete and/or asphalt paving, landscaping, concrete pads, sidewalks, curbs, erosion control, cracks and slurry seals, irrigation, pavement striping, signage, traffic signals, electrical and communication ductbanks and wiring, drainage structures and piping, guide rails, concrete traffic barriers, exterior screening, exterior demising walls, fencing, various utility runs to building lines and maintenance of traffic and work area protection.

**B. Estimated Total Contract Price**

For information purposes only, PATH estimates that the maximum compensation for the aggregate of all work orders is \$2,400,000.

**C. Contract Schedule**

It is anticipated but it is not guaranteed that Bid Document(s) may be available to pre-qualified bidders by July 29, 2016. It is the present intention of PATH to have all Work under the Contract completed within 24 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, III.A.2, and III.A.3. 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 C below.

**1. Minimum Experience of the Firm:**

The firm must have as a prime or general contractor completed or substantially completed as a prime or general contractor at least two (2) Contracts within the previous five (5) years of size, type and complexity comparable to that indicated in Paragraphs II A&B above.

In addition, the firm must confirm that it is capable of performing work at any PATH facility located, whether located in New York or New Jersey.

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 and Superintendent**

The firm's Project Manager/Superintendent must have a minimum of five (5) years construction experience on contracts comparable in size, type and complexity outlined in Paragraphs II.A.1, II.A.2 and II.A.3 and that involve performing work to active train tracks, tunnels and stations, electrical substations, restrictive work hours and construction staging conditions. Such conditions shall include, but not limited to, no construction activities allowed during peak hour conditions.

**3. Specific Work Experience Critical to the Project**

Respondents must demonstrate construction experience on contracts comparable in size, type and complexity to that described in Paragraphs II.A.1, II.A.2 and II.A.3 that involve performing work to active train tracks, tunnels and stations, electrical substations, restrictive work hours and construction staging conditions. Such conditions shall include, but are not limited to, no construction activities being permitted during peak hour conditions.

**B. Submittals**

The following items must be submitted in response to this RTQ 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. Agreement on Terms of Discussion

## **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 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. Required Licenses/Certifications**

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

**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.**

**RTQ# 45895 - PATH – NEW YORK AND NEW JERSEY FACILITIES – BUILDING AND SITE IMPROVEMENTS VIA WORK ORDER – CONTRACT PAT-647**

The respondent shall submit seven (7) total submissions of the required qualification information preferably, one (1) original, five (6) hard copies and one (1) copy in CD-Rom format to Suchetha Premchan in sufficient time so that the Authority receives it no later than 4:00 p.m. on June 13, 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.**

<u>Responses</u> 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
<b>At this address, Responses will be accepted only when submitted via the United States Postal Service, UPS or hand delivery.</b>
<b>Clearly mark the solicitation number on the outermost package.</b>

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](mailto: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.

**ATTACHMENT I - AGREEMENT ON TERMS OF DISCUSSION**

**RTQ# 45895 - PATH – NEW YORK AND NEW JERSEY FACILITIES – BUILDING AND SITE IMPROVEMENTS  
VIA WORK ORDER - CONTRACT PAT-647**

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)

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# THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

## CONTRACTOR'S QUALIFICATION STATEMENT FOR PATH – NEW YORK AND NEW JERSEY FACILITIES – BUILDING AND SITE IMPROVEMENTS VIA WORK ORDER - CONTRACT PAT-647

May 2016

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### A. Contractor's General Business Information

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.**

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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:

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Work to be performed by sub-contractors:

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**B. Relevant Experience and Past Performance:**

- 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:**

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

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

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

- 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

- 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:** \_\_\_\_\_

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

**\*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:** \_\_\_\_\_

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

**\*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:

- 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.

- 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.**

- 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:**

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

- Indicate approximate total bonding capacity: \_\_\_\_\_

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

➤ Name: \_\_\_\_\_

➤ Address: \_\_\_\_\_

➤ Telephone No. \_\_\_\_\_

- **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)



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