

**THE PORT AUTHORITY OF NY & NJ**  
**PROCUREMENT DEPARTMENT**  
**115 BROADWAY, 19TH FLOOR**  
**NEW YORK, NY 10006**

October 24, 2014

**ADDENDUM #2**

**TO PROSPECTIVE RESPONDENTS(S) ON RFP #39929 – REQUESTS FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQC) FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES DURING 2015-2018 FOR FEDERALLY FUNDED PROJECTS**

**Proposal Due Date 10/31/2014 at 2:00PM**

**The following changes are hereby made to the solicitation document:**

**I. RFP SOLICITATION DOCUMENT (COVER, RFP COVER LETTER, ETC.)**

- A. Attachment C-2 – Proposer Prerequisite B:  
Please delete Attachment C-2 in its entirety and replace with the annexed Attachment C-2 – Proposer Prerequisite B dated 10/24/14.
- B. Attachment E – Staffing Plan Template:  
Please utilize the annexed excel version of Attachment E – Staffing Plan Template dated 10/24/14.
- C. Section V, C – Management/ Technical Approach:  
Please delete Item 1 in its entirety and replace with the following:
1. A detailed Organization Chart illustrating the firm’s organization as it relates to the management of the IQC program.

**II. PROPOSER QUESTIONS AND ANSWERS**

The following information is made available in response to questions submitted by prospective Proposer(s). It should not be deemed to answer all questions that have been submitted by Proposer(s) to the Port Authority. It addresses only those questions which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Proposer(s) does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Agreement. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority

liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer(s) required by this Proposal or Agreement and the Proposer(s) agrees that it shall not hold the Port Authority liable or responsible therefore in any manner whatsoever.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

<b>Question #8</b>	Is a cover letter counted towards the 20 page-limit
<b>Answer #8</b>	Yes.
<b>Question #9</b>	Regarding Attachments C-1 and C-2: Prerequisite item B refers to office location and staff experience. The corresponding attachment C-2, “Proposer Prerequisite B”, refers to project information, similar to Attachment C-1. Please advise if this is the right form for Perquisite item B.
<b>Answer #9</b>	Please refer to the annexed Attachment C-2 dated 10/23/14.
<b>Question #10</b>	Due to confidentiality reasons, “Proposer” prefers to send the financial statements directly to you from their corporate headquarters, rather than submitting it in the proposal. Is that ok?
<b>Answer #10</b>	No. To ensure that all Proposer information is handled properly and in strict confidence all information must be submitted as directed in the RFP.
<b>Question #11</b>	Please clarify if Attachment C-2 is the correct form for addressing Proposer Prerequisite B – “Firms must have an office in the Greater New York, New Jersey Metropolitan Area and must have at least 30 individuals on staff, who have demonstrated experience performing program/project management services in the Greater New York/New Jersey Metropolitan area”. If so, are you expecting this information for the key staff identified?
<b>Answer #11</b>	Please refer to the annexed Attachment C-2 dated 10/23/14.
<b>Question #12</b>	Regarding the 20 page limit, please indicate if this applies to certain sections indicated on page 6 and 7 of the RFP.
<b>Answer #12</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #13</b>	Since the Pricing and Compensation information is not required at this time, is it acceptable to indicate “TBD” for the estimated and/or percentage of the contract amount and the estimated start date on Appendix Form D-2 DBE Participation Plan and Affirmative Action Statement.

<b>Answer #13</b>	”TBD” is acceptable.
<b>Question #14</b>	Please see revised Form E issued with this Addendum dated 10/24/2014
<b>Answer #14</b>	Attachment Form E is the Staffing Plan Template on Page 29 of the RFP document.
<b>Question #15</b>	Should the forms located in the FTA Required Provisions be provided at time of proposal submittal?
<b>Answer #15</b>	Yes.
<b>Question #16</b>	The 20 pages (double sided) means that our total printable pages will be 40?
<b>Answer #16</b>	Yes.
<b>Question #17</b>	Does the 12 pt font noted on page 2 of the RFP apply to font in tables and graphics?
<b>Answer #17</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #18</b>	Do the Prerequisite requirements noted on page 3 of the RFP apply to the Prime firm or team that includes the Prime and Subconsultants?
<b>Answer #18</b>	Prime firm.
<b>Question #19</b>	Does the page count requirement only apply to proposal requirements A (excluding resumes), B, and C?
<b>Answer #19</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #20</b>	Please clarify the specific information being requested in Attachment C-2.
<b>Answer #20</b>	Please refer to the annexed Attachment C-2 dated 10/23/14.
<b>Question #21</b>	Does the Authority desire the names of clients and other information noted for clients we have performed similar services for in Attachment C-2?
<b>Answer #21</b>	No. Please refer to the annexed Attachment C-2 dated 10/23/14.
<b>Question #22</b>	How shall we best present the information requested in Attachment C-2 to address Prerequisite B because the prerequisite deals with office location and staff but Attachment C-2 requests client information?
<b>Answer #22</b>	Please refer to the annexed Attachment C-2 dated 10/23/14.

<b>Question #23</b>	Do subconsultants need to submit the certified financial statements requested on page 4 of the RFP.
<b>Answer #23</b>	No, only the Prime firm.
<b>Question #24</b>	If a firm is required to provide “a statement indicating the nature of the conflict and shall submit a mitigation plan” per I. GENERAL CONFLICT OF INTEREST, where shall this information be included in the submittal package?
<b>Answer #24</b>	The shall include in its Proposal a statement indicating the nature of the conflict and shall submit a mitigation plan addressing said conflict in a separate section titled, Section I. General Conflict of Interest.
<b>Question #25</b>	Please confirm that it is acceptable for firms to send their BQQ form directly to the Office of Inspector General, and that a copy of the form is not required as part of the actual proposal submission.
<b>Answer #25</b>	BQQ forms are to be submitted as directed in Section H of the RFP Letter.
<b>Question #26</b>	Please clarify if we are to include Attachment B for both the prime and all sub consultants or only the prime firm.
<b>Answer #26</b>	Prime firm only.
<b>Question #27</b>	Can you please provide an electronic copy of the Staffing Plan, Exhibit E?
<b>Answer #27</b>	Please utilize the annexed Attachment E: Staffing Plan Template in excel format.
<b>Question #28</b>	In following the submittal instructions on Page 3 of the RFQ, we are to “tab each section with the letter of the requirements in Section V”. Letter E, does not apply to this solicitation, letter F-we have nothing to disclose, Section G-we will not be submitting a “Certification Statement, Section I and J-we have no conflicts. How do we handle these sections as to not take up the page count? Or is it expected that a statement be inserted in those sections and will they count towards the page count?
<b>Answer #28</b>	Please insert a statement explaining each section of your proposal in accordance with the RFP document.
<b>Question #29</b>	Can the required attachments and Appendices, including Attachment C1 and C2 be a separate Tab at the end of the proposal?
<b>Answer #29</b>	Yes. However, please ensure to submit your Proposal as directed in the

	RFP document.
<b>Question #30</b>	Attachment E (not labeled but identified by letter order), what does the Staffing Category column relate to? The instructions on the top of the Attachment states “If the staffing categories listed below differ from your firm’s, list your firm’s staffing titles within the category that best matches”. Can these staffing category titles be found someone in the RFQ?
<b>Answer #30</b>	Please utilize the staffing categories that your firm deems necessary to perform the Scope of Work under this RFP.
<b>Question #31</b>	Page 4 “Financial Information” of the RFQ requests that Proposers submit financial statements and a Statement of Work, can this be inserted with the Attachments and not form part of the page count?
<b>Answer #31</b>	Yes.
<b>Question #32</b>	Please clarify the 20-page limit as meaning 20 pages of text on 10 sheets of paper, double-sided.
<b>Answer #32</b>	Please refer to Question No. 16 above.
<b>Question #33</b>	May we include the Organization Chart as part of Attachment E (staffing chart) and therefore not count it against the page limit?
<b>Answer #34</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #35</b>	Proposer Prerequisite Item B is “Firms must have an office in the Greater New York/New Jersey Metropolitan Area and must have at least 30 individuals on staff, who had demonstrated experience performing program/project management services in the Greater New York/ New Jersey Metropolitan Area”. Attachment C-2 is intended to demonstrate compliance with this requirement. However, Attachment C-2 is to be populated by project data, whereas Prerequisite Item B is based on office location and staffing levels. While capable of demonstrating significant program/project management service experience in the Greater New York / New Jersey Metropolitan Area, a direct link between project examples and office location / staffing level may not be clear. Please clarify what is sought in Attachment C-2 to demonstrate compliance with Prerequisite Item B.
<b>Answer #35</b>	Please refer to the annexed Attachment C-2 dated 10/23/14.
<b>Question #36</b>	Does the response to Section D - DBE Participation count against the 20 page limit?
<b>Answer #36</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #37</b>	Do responses to Sections E through J (page 9 - 11) count against the 20 page limit

<b>Answer #37</b>	Please refer to Section IA on page 2 of the RFP document.
<b>Question #38</b>	Regarding V. Proposal Submission Requirements: A staffing plan (Attachment E) is requested in two sections: B. Staff Qualifications and Experience and C. Management/Technical Approach. Is it necessary to include this document in both sections? If not, which section should it be included?
<b>Answer #38</b>	For Section C. Management Approach, please provide Organization Chart, only. The Staffing Plan (Attachment E) shall be limited to Section B.
<b>Question #39</b>	Would it be possible to obtain Form C1, C2, D1, D2 and D3 in native file format?
<b>Answer #39</b>	Please utilize the forms provided in the RFP solicitation document.

This communication should be initialed by you and attached to your Proposal.

In case any Bidder fails to conform to these instructions, its submission will nevertheless be construed as though this communication had been so physically attached and initialed.

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO INALDO CHAVARRIA, WHO CAN BE REACHED AT (212) 435-5383 or at [ichavarria@panynj.gov](mailto:ichavarria@panynj.gov).

THE PORT AUTHORITY OF NY & NJ

RICHARD PEREZ  
 PROCUREMENT MANAGER  
 FTA/WTC SITE PROJECTS

BIDDER'S FIRM NAME: \_\_\_\_\_

INITIALED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment C-2**

**Proposer Prerequisite B dated 10/24/14**

*Firms must have an office in the Greater New York, New Jersey Metropolitan Area and must have at least 30 individuals on staff, who have demonstrated experience performing program/project management services in the Greater New York/New Jersey Metropolitan Area.*

\* Note - Duplicate form as necessary \*

*Reference RFP Section II – Proposer Prerequisites*  
**If Proposer is a common law joint venture, specify which entity’s experience is being cited below to satisfy Prerequisite B.**

<b>Legal Name of Proposer</b>	
<b>Address of office in the Greater New York, New Jersey Metropolitan Area</b>	

<b>Staff Name</b>	
<b># of Years of Experience</b>	
<b>Area of Expertise</b>	
<b>Project Name(s) and Descriptions*</b>  *Please limit to 3 projects.	
<b>Staff Name</b>	
<b># of Years of Experience</b>	
<b>Area of Expertise</b>	
<b>Project Name(s) and Descriptions*</b>  *Please limit to 3 projects.	
<b>Staff Name</b>	
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<b>Staff Name</b>	
<b># of Years of Experience</b>	
<b>Area of Expertise</b>	
<b>Project Name(s) and Descriptions*</b>	

<b>*Please limit to 3 projects.</b>	
<b>Staff Name</b>	
<b># of Years of Experience</b>	
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