



**QUESTION +
ANSWER LOG**

APRIL 27, 2016

PORT AUTHORITY BUS TERMINAL

International Design +
Deliverability Competition

Questions + Answer Log

1 Can my firm be a part of more than one Competitor team?

See Addendum 1.

2 We're interested in pursuing this project, but I cannot tell if it is a competition for a design-led team or for a developer-led team. Can you advise?

The Port Authority is seeking design-led multi-disciplinary teams.

3 The "Competition Conditions" for the Port Authority Bus Terminal says that Competitors may submit up to three relevant projects per member entity and "up to three high-resolution images of the representative projects." Does this mean three images per project (up to nine total images for each member entity), or three images total per member entity (i.e., one image per project)?

Three images per project may be submitted.

4 What compensation is available to Competitors?

Please see Addendum 4. *(Revised Answer, current as of April 8, 2016)*

5 May students enter the Competition?

Anyone may participate as a member of a Competitor that meets that eligibility requirements outlined in Section 2.1, "Eligibility," of the Competition Conditions.

6 Does the BQQ need to be submitted when I submit my Phase One Submission? They appear to need to be sent to a different location.

The BQQ should be submitted directly to the Office of the Inspector General. The BQQ should be received by the Phase One Submission Deadline, but may be submitted in advance.

7 Does the Port Authority retain the rights to all submissions?

Please see Addendum 3. *(Revised Answer, current as of April 8, 2016)*

8 Can I participate on my own, as an individual without a team?

The Port Authority is seeking multi-disciplinary teams. Anyone may participate as a member of a Competitor that meets that eligibility requirements outlined in Section 2.1, "Eligibility," of the Competition Conditions. It is anticipated that most individuals and firms will need to team in order to meet the eligibility requirements.

9 What does the term "Community Development" mean? Is this a community outreach effort or related to retail/commercial development? Or is there another meaning?

The new bus terminal should integrate into the urban fabric and should bring some benefits to the community. Accordingly, the concept of "Community Development" is intended to address community benefits of the proposed concept, such as improved traffic conditions surrounding the new facility, as well as public amenities, retail/commercial development, etc.

10 For the Phase 1 submission, does the Competitor team need to include all entities that will eventually work on this project (including specialty consultants that will have minor roles on the team for such things as lighting design, vertical transportation, etc.), or should the team only include "key entities" that will have significant roles in the development of the conceptual design?

Phase One submissions do not need to include all entities that will eventually work on this project. However, please note that only entities described in the "Competitor Composition Narrative" will be evaluated in Phase One. *(Revised Answer, current as of April 11, 2016)*

11 The "Competitor Composition Narrative" says that "For each Key Discipline, Competitors should submit the following information: (1) A description of which member entities will be fulfilling each Key Discipline." Can more than one firm/entity be identified to fulfill a "Key Discipline" (i.e. can two firms be identified to fulfill Architecture), and if multiple firms are allowed to fulfill a Key Discipline does each one have to submit 3 projects, or would it be 3 projects total for the two firms?

More than one firm/entity may fulfill a "Key Discipline." In fact, this is encouraged to promote emerging talent and MBE/WBE participation. Each member entity representing a "Key Discipline" may submit up to three (3) examples of relevant projects.

12 Is "Intermodal Transportation Operations" a distinct Key Discipline separate from "Planning"? Or are they part of a single Key Discipline, "Intermodal Transportation Operations and Planning"?

There is a single "Key Discipline" entitled "Intermodal Transportation Operations and Planning," which is separate and distinct from the discipline of planning, which Competitors may wish to have represented. The intent is to ensure Competitors include a dedicated focus on terminal operations, not only as a bus terminal, but as a facility that connects many modes. *(Revised Answer, current as of April 19, 2016)*

13 If we submit a Competitor Registration Form as a joint venture, are we allowed to submit another Competitor Registration Form before April 12 if the structure of the team changes after we submit the form (i.e. if we are no longer a JV but instead have a Prime/Sub relationship)?

Yes, but the Phase One Submission should represent the ultimate team structure. If submitting a revised Competitor Registration Form, the Competitor should clearly indicate that the form is intended to replace the previous Registration Form in its entirety.

14 Can we use 11x17 fold-out pages and/or 2-page, 8 ½ x 11 spreads for illustrations and images in the Statement of Design Concept Approach section?

Competitors may use 11 x 17 fold-out pages and/or two-page, 8 ½ x 11 spreads for illustrations and images. *(Revised Answer, current as of April 19, 2016)*

15 The Competition Conditions state that, “Resumes are limited to two pages per person and may be double-sided.” Does this mean two pages that are each printed double-sided (four printed surfaces), or does one page printed double sided count as two pages (two printed surfaces)?

Each printed surface of a resume counts as one page for the resume submissions. Competitors may submit each resume on either one-page, double-sided, or two-pages single-sided.

16 Is my area of practice considered a “Key Discipline”? May I participate on multiple teams?

Key Disciplines are defined as the three areas in which firms must demonstrate experience: architecture, engineering, and intermodal transportation operations and planning. Firms that are part of a competitor team and are included, with their experience, as part of a submission to fulfill the “Key Discipline” requirement may not participate on more than one Competitor Team.

17 Is Structural Engineering considered a “Key Discipline”?

Teams must determine for themselves which, if any, subcategories of the three Key Disciplines to utilize for relevant experience as part of their submissions.

18 Are there MBE/WBE Goals for Phase One Submissions?

No. Please see section 2.1 of the Competition Conditions. Minority and women-owned firms are encouraged to participate. *(Revised Answer, current as of April 19, 2016)*

19 May an MBE/WBE firm join more than one team?

Please see Addendum 1. Firms that are not being submitted for the purpose of meeting the “Key Discipline” requirement may participate on more than one Competitor Team.

20 If one firm/entity is fulfilling more than one Key Discipline (i.e. Architecture and Engineering), does that firm provide three projects for each Key Discipline, or is that firm allowed only three projects total no matter how many Key Disciplines it is fulfilling?

Up to three projects may be provided for each member entity representing each Key Discipline. If the same member entity is representing multiple Key Disciplines, they should submit up to three projects for each Key Discipline, in order to demonstrate their experience with that Key Discipline.

21 Should each member entity submit their own Registration Packet?

No. While certain forms need to be completed by each member entity, each Competitor team should submit one (1) registration packet, clearly indicating who the Competitor team representative is. BQQs should be sent directly to the Port Authority's Office of the Inspector General.

22 Who is going to be on the jury?

The final jury panel will be comprised of 5-8 objective and professionally esteemed individuals who represent a variety of functional disciplines such as architecture, engineering, transportation operations and planning, real estate and land use, and construction. The jury will be independent and widely recognized for their expertise, representing a regional and functional balance among the jurors.

23 Page 12 of the Competition Brief specifies the following under requirements for the Statement of Design Concept Approach: "no more than twenty (20) single-sided pages, exclusive of any illustrations and images" are to be submitted for the narrative statement. To clarify, does the 20 page, single-sided limit pertain only to text? Or must our illustrations and images fit within the 20 page limit as well?

The twenty single-sided pages are exclusive of any illustrations and images, meaning that the illustrations and images are excluded from the page count, and the limit pertains only to text.

24 The instructions in the Competition say that "The Competitor must submit a narrative statement (no more than twenty (20) single-sided pages, exclusive of any illustrations and images) aligned with the Design + Deliverability Objectives." Do the illustrations and images have to be on pages separate from the narrative, or can they be interwoven with the narrative?

The illustrations and images may be interwoven with the narrative.

25 Does the one-inch margin apply to images as well? For example, are we allowed to have an image spread across two pages or have one page feature one large, full-bleed image? Or do images have to fit within the one-inch margin of a page?

The one-inch margin requirement does not apply to images.

26 I have experience in high-density urban projects internationally. Am I eligible to compete even though I do not have experience working with publicly funded projects in the United States?

The Port Authority is seeking multi-disciplinary teams. Anyone may participate as a member of a Competitor that meets that eligibility requirements outlined in Section 2.1, "Eligibility," of the Competition Conditions. At least one Competitor team member must have experience working with publicly funded projects in the United States. It is anticipated that most individuals and firms will need to create a team in order to meet the eligibility requirements.

27 The number of companies with the requisite transportation planning experience as well as the local knowledge required to address a project of this scope and complexity is quite small. Will the Port Authority permit firms that represent the "transportation operations and planning" Key Disciplines to participate on more than one team?

Firms that represent a Key Discipline may not participate on more than one team. We encourage teams to be creative and consider national and international partnerships with other entities to fulfill the Key Disciplines. The Port Authority frequently does business with organizations and institutions that are not private firms, as well as entities that are outside of the immediate NY/NJ geographic region. Please see Section 2.1 of the Competition Conditions, "Eligibility," which states that an "entity" "includes, but is not limited to, firms, organizations, or individuals."

28 What does the Port Authority mean by "entity" in Section 2.1 of the Competition Conditions?

As noted in Section 2.1 of the Competition Conditions, "Eligibility," an "entity" "includes, but is not limited to, firms, organizations, or individuals."

29 How will the Port Authority process the narrative to verify the 20 page text count if we include images intermixed within the body of our narrative piece?

The Port Authority will ascertain whether the narrative is within the page limitations. This determination will be final. It is up to Competitors if they would prefer to keep the images separate to ensure that their submission is within the page limitations.

30 The Competition Conditions specify that "hard copies of Phase One Submissions must be printed on 8" x 11" paper (unless otherwise specified herein)." However, the Competition Conditions and Q&A Log also identify that specific sections are to be formatted 8.5" x 11". Please clarify whether a consistent standard US 8.5" x 11" paper size may be used in full throughout the document.

Please see Addendum 5.

- 31 Could you please provide clarification on what “constructability” means within the context of Design + Deliverability Objective No. 8: Takes future constructability into account. How does “future constructability” differ from “scalable and modular solutions that may be phased” (Objective No. 7) and “deliverability” (Objectives No. 6 and 11)?**

As per Section 2.5 (Phase One Submission Requirements), Clause H, Competitors are asked for their Statement of Design Concept Approach. This narrative statement should describe the “Competitor’s understanding of the Design + Deliverability Objectives...” Accordingly, the Port Authority is not able to provide further information on the Objectives at this time.

- 32 Are the up to three high resolution images requested for each project (to be included on the submitted flash drives) are required for the lead firm only?**

Any entity fulfilling a Key Discipline should submit up to three images of up to three relevant projects, for a total of up to nine images submitted per entity fulfilling each Key Discipline.

- 33 I am interested in joining a Competitor team as a team member or a subcontractor- is there a mechanism for finding a Competitor which is looking for an entity with my expertise?**

On the Competition Website, under the “Available Entity Directory” tab, there is a form which available entities may fill out and submit for posting. Once forms are sent in by entities, the Port Authority will be post these forms exactly as they are submitted. The Port Authority makes no representations or warranties about (including, but not limited to, the legitimacy, qualifications, or availability of) any entity (individual, firm, organization, etc.) or the accuracy of the information provided. Any communication or agreements are at each entity’s own risk.

- 34 My competitor team is seeking an entity with a particular expertise—is there a mechanism for finding an entity with that expertise?**

On the Competition Website, under the “Available Entity Directory” tab, there is a form which available entities may fill out and submit for posting. Once forms are sent in by entities, the Port Authority will be post these forms exactly as they are submitted. The Port Authority makes no representations or warranties about (including, but not limited to, the legitimacy, qualifications, or availability of) any entity (individual, firm, organization, etc.) or the accuracy of the information provided. Any communication or agreements are at each entity’s own risk.

- 35 On page 9 of the Competition Conditions, it states that certain firms are not eligible to participate in the competition. Does this restriction also apply to all the consultants that worked on those firms’ team during the master planning process or is the restriction just limited to those firms?**

This restriction is limited to those firms.

36 Are one inch margins required on project experience pages and resumes?

Yes.

37 Can you please confirm that section 6., Exhibit A: Assignment Agreements are “For Reference Only” and are not required as part of the Registration Packet submission.

That is correct. The Assignment Agreements are not a required part of the Registration Packet submission.

38 Does the number “2.4” need to be included in the tab label/title for each section of the Phase One Submission?

No. Please see Addendum 6.

39 Will you consider a concept that builds a new terminal on the existing Bus Terminal footprint?

The Competition and Objectives do not preclude this option. Any proposed concept will be considered in the context of the Design + Deliverability Objectives.

40 Does bus storage have to be on the west side of Manhattan?

The Competition and Objectives do not preclude any bus storage options. Any proposed concept will be considered in the context of the Design + Deliverability Objectives.

41 The Competition Conditions state that “Illustrative examples of each project, including images, illustrations, sketches, schematic design, or other explanatory information. The Competitor may submit up to three high-resolution images of the representative projects.” Does this mean that each project example can include (3) images and an additional number of illustrations, sketches, schematic designs, etc.? Or does it mean to say that each project example can only include (3) items of any visual/graphic type?

As per the Competition Conditions, for each project example provided, a member entity should provide “Illustrative examples of each project, including images, illustrations, sketches, schematic design, or other explanatory information.” The “up to three high-resolution images of the representative projects...” refer to high-resolution images of the representative project. These images are limited to three, and are the images that should be included on the electronic USB submission.

42 When are Phase One Submissions Due? Can this date be extended?

The Port Authority must receive Phase One Submissions no later than 2:00 P.M. EDT on Thursday, April 28, 2016, as stated in Addendum 2 to the Competition Conditions. This will not be extended.

43 Is there a specific guideline you would like Competitors to follow to acknowledge the addenda?

As stated in Section 2.20 of the Competition Conditions (Amendments to the Competition Conditions and Addenda), all Competitors “will be deemed to have acknowledged these addenda when submitting their Phase One or Phase Two submissions.” No additional action is necessary.

44 When should competitors email their registration packet by? Is the deadline the same as the proposal (April 28th, 2016 @ 2pm)?

As stated in the Competition Conditions, Section 2.2 (How to Enter the Competition), “Competitors may register up to and including the Phase One Submission Deadline, but are encouraged to submit their Registration Packet as soon as possible.”

45 What constitutes a “complete Registration Packet” as described in Section 2.2 (How to Enter the Competition)?

As per the Registration Packet, in order to register for this Competition, Competitors must complete the following documents and submit them by email to PABTcompetition@panynj.gov:

1. Competitor Registration Form – One (1) per Competitor team
2. Agreement on Terms of Discussion – One (1) per Competitor team
3. Form of Certification – One (1) per Member Entity – (may be multiple per Competitor team)

46 When should Competitors Deliver their Phase One Submissions to the Port Authority?

The Deadline for Phase One Submissions is 2:00 P.M. EDT on Thursday, April 28, 2016. The Port Authority assumes no responsibility for delays, including, but not limited to, delays caused by any delivery services, building access procedures, or security requirements. Competitors are encouraged to leave adequate time for building security when delivering their submissions. Competitors are encouraged to carefully read Section 2.9 of the Competition Conditions (Delivery Instructions for Phase One Submissions).

THE PORT AUTHORITY OF NY & NJ

4 World Trade Center
150 Greenwich Street
New York, NY 10007