

# **THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302**

March 18, 2013

## **ADDENDUM #1**

To prospective Proposer(s) on **RFP # 32236 - REQUESTS FOR PROPOSALS FOR THE PERFORMANCE OF REAL ESTATE DEVELOPMENT AND OPERATIONS SUPPORT SERVICES FOR THE WTC SITE RE-DEVELOPMENT ON AN "AS-NEEDED" BASIS DURING 2013-2015**

Due back on March 20, 2013, no later than 2:00PM

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

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

- A. Attachment – Port Authority Standard Agreement, Section 21, following item C. on page 10.

Insert the following paragraph:

“To ensure maximum participation in the Project, to the extent feasible and consistent with the exercise of good business judgment, the Port Authority has established a contract goal of 12 percent participation by qualified and certified MBEs and 5 percent by qualified and certified WBEs for all procurement, construction subcontracting, architectural & engineering services and ancillary service opportunities for the Work performed by the Consultant(s).”

### **II. PROPOSER’S 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, which 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.

1	<b>Question</b>	Please confirm that only one offeror will be selected by the Authority to provide the requested services.
	<b>Answer</b>	Refer to the second to last paragraph on page 14 of the RFP letter.
2	<b>Question</b>	We understand from the RFP that services provided on an “as-needed” basis under this contract are anticipated through 2015. What is the expected commencement date for this contract?
	<b>Answer</b>	The anticipated commencement date of this Contract is May 2013.
3	<b>Question</b>	<p>Section I.A of the RFP requires that offerors utilize a minimum font size of 12.</p> <ul style="list-style-type: none"> <li>a. Is that for the main body of text only?</li> <li>b. Can offerors use smaller fonts for charts, graphics and tables?</li> </ul>
	<b>Answer</b>	<ul style="list-style-type: none"> <li>a. This applies to the entire written portions of the proposal, not including resumes and attachments.</li> <li>b. Yes. However, charts, graphics and tables must be legible.</li> </ul>
4	<b>Question</b>	<p>Section I.A of the RFP requires that offerors limit the response to 100 pages (double-sided). We understand that the resumes and attachments are not included. Please confirm the following:</p> <ul style="list-style-type: none"> <li>a. By 100 pages double-sided, the Authority means 100 sheets of paper printed on both sides for a total of 200 printed sides.</li> <li>b. Tabs, cover pages, the table of contents or other pages intentionally left blank do not count towards the page limit. Correct?</li> <li>c. Audited financial statements will be considered an</li> </ul>

		“attachment” and thus do not count towards the limit. Correct?
	<i>Answer</i>	<ul style="list-style-type: none"> <li>a. No more than fifty (50) sheets of paper in total, not including resumes and attachments, for a total of 100 pages.</li> <li>b. Correct.</li> <li>c. Correct.</li> </ul>
5	<i>Question</i>	<p>Can the Authority provide additional information on the selection criteria described in Section IV to be used in the evaluation process:</p> <ul style="list-style-type: none"> <li>a. Beyond the list identified on page 5 of the RFP, how will firms be evaluated?</li> <li>b. Will one technical factor (listed in A, B and C) be weighted more heavily than others?</li> </ul>
	<i>Answer</i>	<ul style="list-style-type: none"> <li>a. Firms will be evaluated in accordance with Section IV. entitled, “Evaluation Criteria” on page 5 of the RFP Letter.</li> <li>b. Criteria are listed in relative order of importance.</li> </ul>
6	<i>Question</i>	Please confirm that the goals identified in Section V.D are intended to represent a portion of total subcontracted dollars.
	<i>Answer</i>	The M/WBE participation goals of 12% for MBEs and 5% for WBEs will be applied against the total contract value. See also Section I.A. hereof, regarding language to be in the awarded Agreement(s).
7	<i>Question</i>	Is it the intent of The Port Authority to develop a pool for Task Order Request assignments or to award the contract to a single Consultant team?
	<i>Answer</i>	See Answer #1 above.
8	<i>Question</i>	Confirm if a Consultant could be selected that does not provide all of the specific services identified in Attachment A.
	<i>Answer</i>	Refer to Section II Proposer Prerequisites and Section IV Evaluation Criteria of the RFP Letter.
9	<i>Question</i>	Does a singular outside consulting firm currently provide the services as described in the <b>Description of the Consultant’s Tasks</b> ?
	<i>Answer</i>	Yes
10	<i>Question</i>	[Is it] the intent of the Port [Authority] to have a singular outside consulting firm coordinate and/or provide the services as described in the <b>Description of the Consultant’s Tasks</b> whereby the use of subcontracted consultants will not be precluded?

	<i>Answer</i>	Proposer shall provide how it intends on providing the services, but must identify any proposed subcontractors. Refer to Section V. of the RFP Letter entitled Proposal Submission Requirements.
11	<i>Question</i>	Based the <b>Description of the Consultant's Tasks</b> , as described in scope items A through G, what is the likely percentage of each activity as it relates to the overall contract value for the duration of the consulting services?  A. Financial/ Strategy/ Leasing / Negotiation Support _____% B. Facility Operations _____% C. Project Management Services _____% D. Engineering Services _____% E. Construction Oversight _____% F. Program Management _____% G. General _____%  <b>Total 100%</b>
	<i>Answer</i>	Refer to estimated hours in Attachment F, Pricing and Compensation proposal.

This communication should be initiated by you and annexed to your response to the above-referenced RFP upon submission.

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

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

THE PORT AUTHORITY OF NY & NJ

TIM VOLONAKIS  
ASSISTANT DIRECTOR, PROCUREMENT

RESPONDENT'S FIRM NAME: \_\_\_\_\_

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

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