

September 12, 2013

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL AIRPORT CONSULTING SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2014 (RFP #34618) - ADDENDUM #1**

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby offers to amend the subject Request for Proposal (RFP), dated August 27, 2013, as follows:

RFP Letter

- 1) On Page1, Section I, Proposal Format Requirements, subparagraph A., third line, delete “Section III” and replace with “Section II”; renumber Paragraphs “IV”, “V”, and “VI” as “III”, “IV”, and “V”, respectively.
- 2) On Page 2, Section II, subparagraph E, first line, after the word “resumes” insert “technical qualifications, certifications, and licenses, as appropriate,”.

The following questions were received from RFP recipients. The questions and corresponding Authority answers are provided for your information and use, as appropriate:

- 1) Exhibit III: DBE Participation Plan was mentioned in the standard agreement. Can you confirm that it was included as an attachment to the standard agreement only, and we are not required to submit it with our proposal on September 20<sup>th</sup>?

Response: You are not required to submit Exhibit III at the time you submit your proposal.

- 2) Page 1 of the RFP letter, Section I.A. mentions the exclusions of licenses and certifications from the page count; however, we do not see any request elsewhere in the RFP to include licenses and/or certifications. Are we required to include those as an attachment to the proposal?

Response: See Addendum #2 above. Licenses and certifications are not included in the page count.

- 3) Can a firm be a subconsultant for one category on one team, and also go in as a prime for the same category? What about for different categories?

Response: A firm may be a subconsultant to a prime as well as submit a proposal as a prime for the same or other categories.

The due date for receipt of proposals remains to September 20, 2013.

If you have any questions, please contact Ms. Mary Lou Rivera, Principal Contract Specialist, at [mlrivera@panynj.gov](mailto:mlrivera@panynj.gov).

Sincerely,

Tim Volonakis  
Assistant Director  
Procurement Department