

September 19, 2016

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL INTEGRITY MONITORING SERVICES FOR THE GEORGE WASHINGTON BRIDGE – SUSPENSION SYSTEM PROGRAM – REPLACEMENT OF SUSPENDER ROPES, REHABILITATION OF MAIN CABLES, REPLACEMENT OF MAIN SPAN SIDEWALKS AND CONSTRUCTION OF ACCESS RAMPS PROJECT – AS REQUESTED ON AN “AS-NEEDED” BASIS DURING 2017 – 2024 (RFP #47141) – ADDENDUM #1**

Dear Sir or Madam:

The Port Authority of New York and New Jersey (the Authority) hereby amends the subject Request for Proposal (RFP), dated September 8, 2016 as follows:

In the RFP Letter, on page 4, Section D. under “Staff Qualifications and Experience,” delete the following paragraph.

*“2. Attach a detailed resume for each individual that includes educational background, chronological history of employment and any relevant licenses and/or certifications. The resumes should clearly identify the years of experience in the field related to the tasks for which the individual will be responsible.”*

Please number the subsequent paragraphs as follows:

*“2. Identify the role(s) and responsibilities of each individual proposed as they relate to the performance of projects included in Section E. (Firm Qualifications and Experience).”*

*“3. If proposing the use of subconsultant(s), provide the terms and conditions for their compensation (including their billing rates as appropriate), their Minority/Women-owned Business Enterprise (MBE/WBE) status and the technical qualifications of their key personnel to be assigned to the subject project.”*

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

**Question #1:** Is the option period (i.e. Year 9) included in the 35,000 total estimated number of hours to be spent by the Integrity Monitor, or is there an assumption that the one-year extension is outside of the 35,000 allocated to the tasks?

**Answer #1:** The one-year option period (i.e. Year 9) is included in the 35,000 hours.

**Question #2:** When determining rates and time allocations in the cost proposal, are applicants able to increase rates over time to allow for cost of living increases, etc...?

**Answer #2:** No.

**Question #3:** References: Must we have completed two (2) projects with each of the three (3) references that we provide? Or must we provide three (3) references for at least two (2) unique projects within last five (5) years? Meaning, we may have more than one (1) reference for one (1) project as long as we have references for at least two (2) projects?

**Answer #3:** The latter is correct. Submit at least three (3) references, including affiliation, name, position and contact information. These references shall illustrate successful completion of projects in the capacity of an Integrity Monitor for at least two (2) projects of scope and nature similar to this project within the past five (5) years in a largely populated U.S. City.

**Question #4:** Must the projects provided as reference be fully completed or can they be ongoing engagements given many of our projects last longer than five (5) years?

**Answer #4:** The projects can be ongoing.

**Question # 5:** Will NY and/or NJ unions prevail on this project?

**Answer # 5:** Prevailing wage rate requirements will be included in the construction contract(s).

**Question # 6:** Will there be a labor agreement on this project?

**Answer # 6:** All labor agreements are assumed between contractors and represented unions.

**Question # 7:** When do you anticipate the majority of the work to be done? Will there be extensive work on nights and weekends, for example?

**Answer # 7:** Work may proceed during both daytime and evening hours. The contractor will be permitted to work both nights and weekends.

**Question # 8:** What role, if any, will the Port Authority Police Department play in the project?

**Answer # 8:** The Port Authority Police Department will continue to be responsible for the safety and security at the George Washington Bridge at all times. No role is foreseen in the OIG's fraud prevention program/use of integrity monitor.

**Question # 9:** What role, if any, will the George Washington Bridge personnel play in the project?

**Answer # 9:** The George Washington Bridge General Manager is responsible for the ongoing operation of the bridge at all times.

**Question # 10:** How do you foresee the role of the Integrity Monitor differing from the Internal Audit.

**Answer # 10:** The Integrity Monitor and internal Audit Department will work collaboratively to avoid duplication of efforts.

**Question # 11:** The RFP states that the “Authority has set a goal of twelve percent (12%) participation by qualified and certified MBEs and five percent (5%) to qualified and certified WBEs on technical service projects.” Can the Integrity Monitor satisfy this requirement by subcontracting seventeen percent (17%) just to an MBE or just to a WBE?

**Answer # 11:** The MBE and WBE percentages are goals that the Port Authority sets for firms. They are good-faith requirements. A firm may choose to reach these goals by using just an MBE or WBE firm.

**Question # 12:** The RFP states that the “the total estimated number of hours to be spent by the Monitor in the performance of the tasks...is approximately 35,000.” The Port Authority then lists five (5) tasks that are to be completed by the Integrity Monitor. Can the Port Authority break out the 35,000 hours among these five tasks?

**Answer # 12:** No, that should be part of your technical and management approaches.

**Question # 13:** With regard to monitoring, is the nature of this project on the actual site location, monitoring actual construction work or is it more of an auditing project?

**Answer # 13:** In the RFP, we request that you describe how you will best provide integrity monitoring, as well as how you will complete the tasks outlined in the Scope of Work.

**Question # 14:** Are any tasks a higher priority than others?

**Answer # 14:** No, the tasks are not listed in order of preference or importance. Please refer to the criteria listed for the technical and management approach to this project.

**Question # 15:** What firms were awarded the last five (5) integrity monitoring contracts with the Port Authority?

**Answer # 15:** Information regarding another solicitation may be obtained by submitting a Freedom of Information claim on the Port Authority’s website.

**Question # 16:** In order to determine any potential conflicts of interest, can we be provided a list of contractors being considered to perform the work that we would be monitoring?

**Answer # 16:** Yes, a list of pre-qualified contractors can be found on the Port Authority’s website under “Construction Prequalified Lists.”

**Question # 17:** RFP section III.H.7 indicates that a computation of fully loaded rates would be required in order for a proposal to be deemed acceptable. In section III.H.1, you request a fully loaded hourly rate in accordance with Section 8.A. of the Standard Agreement. It is our intention to just provide the fully loaded rates without a computation. Please confirm this is acceptable.

**Answer # 17:** No, that is not acceptable.

**Question # 18:** Will the Port Authority have onsite offices for this project? If so, will any space be available for the Integrity Monitor?

**Answer # 18:** Yes, onsite offices will be provided by the Port Authority for the Integrity Monitor.

**Question # 19:** Will the Port Authority be using a document control system (Sharepoint, Livelink, etc.) that may be accessed by the Integrity Monitor?

**Answer # 19:** Yes.

**Question # 20:** Are the George Washington Bridge projects subject to any Buy America requirements?

**Answer # 20:** The current construction contract(s) under the George Washington Bridge Suspender Ropes Project do not have Buy America requirements.

**Question # 21:** When will the construction contract(s) for the George Washington Bridge Suspender Ropes Project be awarded?

**Answer # 21:** It is anticipated that the construction contract(s) will be awarded in the first quarter of 2017.

**Question # 22:** Is there an existing budget estimate for this project?

**Answer # 22:** The total number of hours have been indicated in the RFP documents to assist firms in their preparation of proposals.

**Question # 23:** In Section III. B, the RFP Letter indicates that we need to submit a Transmittal Letter in addition to Attachments D1 and D2. The Transmittal Letter must be no more than 2 pages-singled-sided or 1 page-double-sided. To clarify, this page count does not include the information contained in Attachments D1 and D2, correct?

**Answer # 23:** Attachments D1 and D2 are not part of the page count.

**Question # 24:** Under Section III. D. of the RFP Letter, Staff Qualifications and Experience, Points 1 and 2 seem virtually identical. Is there any specific distinction the Port Authority wishes to see between the two?

**Answer # 24:** See the amended language above.

**Question # 25:** In Section III. J. of the RFP Letter, how is the term “affiliates” defined?

**Answer # 25:** Refer to the Agreement on page 21, Section 33 under “Definitions” of the RFP package.

**Question # 26:** How is “conflict of interest” defined beyond what is expressed in Section III K?

**Answer # 26:** Refer to the Agreement on page 20, Section 32 of the RFP package.

**Question # 27:** What are acceptable security protocols for the submission of sensitive materials? Considering the proposal contains sensitive financial information, can documents on the produced flash drives be encrypted with decryption password delivered under separate cover?

**Answer # 27:** Refer to “Attachment B – Agreement on Terms of Discussion” of the RFP package.

**Question # 28:** Under Section IV, Financial Information, is it acceptable to submit a letter from our auditor conveying we have assets in excess of a certain amount in place of detailed financial statements?

**Answer # 28:** No, the Proposer must submit the necessary information as indicated in Section IV. of the RFP Letter.

**Question # 29:** Could you provide a copy of the attendance list from the Pre-Proposal meeting?

**Answer # 29:** Please see attachment on next page.

**The date for receipt of proposals for the subject RFP remains at 2:00 P.M. on September 29, 2016.**

If you have any questions, please contact Ms. Monika Radkowska, Senior Contract Specialist, at [mradkowska@panynj.gov](mailto:mradkowska@panynj.gov).

Sincerely,

David Gutiérrez, CPPO  
Assistant Director  
Procurement Department

## ATTENDANCE

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**PRE-PROPOSAL MEETING: 4 WTC, 21<sup>ST</sup> FLOOR – BID ROOM**  
**DATE/TIME: SEPTEMBER 15, 2016 @ 3:30 PM**

<b><u>NAME</u></b>	<b><u>FIRM</u></b>
1. Dennis Walsh	Tower Monitors
2. Michael Minnefor	Doar Rieck Kaley & Mack
3. Jack Callahan	CohnReznick LLP
4. William Bergmann	Kobre & Kim LLP
5. Donald Wiezik	Kobre & Kim LLP
6. Wallace Teska	Kobre & Kim LLP
7. Neil Moran	BDO
8. Michael Ammirabile	BDO
9. Martin Aronchick	Thacher Associates, LLC
10. Christopher Ward	Thacher Associates, LLC
11. Erin Longbothum	Thacher Associates, LLC
12. Joseph Simon	Grant Thornton LLP
13. Thomas McShane	Guidepost Solutions LLC
14. Jonathan Newcomb	Guidepost Solutions LLC
15. Ken Casado	Exiger
16. Ruth Ritzema	Ernst & Young LLP
17. Katie Lemire	Lemire LLC
18. Robert Mezzanotte	Hill International
19. Alex Shea	Navigait Consulting
20. Dan Castleman	FTI Consulting
21. Natalia L.	Dack Consulting