

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007**

December 31, 2015

ADDENDUM #2

To prospective Proposer(s) on **RFP # 44686 - REQUEST FOR PROPOSAL FOR PERFORMANCE OF EXPERT PROFESSIONAL STORM MITIGATION AND RESILIENCE INSURANCE ADJUSTMENT, AND GRANT MANAGEMENT SERVICES FOR FEDERALLY FUNDED STORM RESILIENCY PROJECTS DURING 2016 - 2018 (24 months)**

BIDS ORIGINALLY DUE BACK ON JANUARY 7, 2016, NO LATER THAN 2:00PM

BIDS NOW DUE BACK ON JANUARY 14, 2016, NO LATER THAN 2:00PM

Questions will no longer be accepted after COB January 7, 2016

The following changes are hereby made to the solicitation document:

I. RFP LETTER:

- A. On page 2, item D, under “**I. SUBMISSION OF PROPOSAL**” second line, delete the phrase “compact disc” and replace with “USB”.

II. ATTACHMENT A – SCOPE OF SERVICES:

1. Task A, subparagraph 3, please delete the subparagraph in its entirety and replace with the following:

“Assist SMRO in the development and cyclical evaluation of an insurance allocation strategy that ensures compliance and maximizes recovery for both the FEMA and FTA programs; the functions would include conducting research regarding requirements for the allocation of insurance settlements for both FEMA and the FTA; conducting research on how historically other large public entities have applied those requirements relative to ineligible costs; assisting SMRO in developing strategies appropriate to the Port Authority that maximize recovery dollars while meeting compliance requirements for both FEMA and the FTA.

2. On page 4, first paragraph, under “**TASK B: FEMA PROGRAMMATIC MANAGEMENT SUPPORT,**” second to last line, delete the sentence “Please see Appendix B for details on the PWs.”
3. Task C, subparagraph 5, please delete the subparagraph in its entirety and replace with the following:

5. Develop and maintain an “off-the-shelf” program management information system for PW management, tracking, and reporting, preferably Quickbase because:
 - a. It is an easily configurable platform, and offers the flexibility of having a basic database quickly while building on it for future needs,
 - b. Some development has been done using Quickbase for the SMRO Grant Management System.

4. Section V – Conditions And Precautions, please add the following as subsection C:
 - C. The Port Authority will be able to accommodate up to 4 (four) staff positions in its facilities/offices. Others will work remotely and participate via video or teleconference, as needed.

III. 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.

6	QUESTION	Will the Port Authority respond to questions regarding RFP #44686 as they receive them, as opposed to waiting until after December 31, 2015, to publish responses to all questions submitted?
	ANSWER	Questions will be answered via addendum as they are received, to the extent possible.
7	QUESTION	Can tables and figures be presented in a smaller font than 12 point?

	ANSWER	Tables and figures can be presented in a smaller font than 12 point.
8	QUESTION	Under Section I.B, the RFP states that “each section of the Proposal shall be separated with a tab divider that is labeled in accordance with the letter of the requirements specified in Section V below entitled Proposal Submission Requirements.” Please clarify which of the following options represents the tab divider labeling the Authority would prefer: <ul style="list-style-type: none"> - A - Personnel Qualifications and Experience - A. Personnel Qualifications and Experience
	ANSWER	Please refer to the proposal submission requirements in section V. PROPOSAL SUBMISSION REQUIREMENTS and label tabs accordingly.
9	QUESTION	Under Section III, the RFP details the financial information that the proposer is required to submit. Should the financial information be included in a separate volume or in a sealed envelope in an appendix?
	ANSWER	There are no specific requirements on how the Financials should be submitted.
10	QUESTION	Under Section V, A-D match the Evaluation Criteria laid out in Section IV and E, F, and I, have corresponding forms. <ul style="list-style-type: none"> a.) Should proposers address the information for G in its own section or in an appendix? b.) Please confirm that proposers are not being asked to provide any information related to H, J, and K with the proposal, unless a mitigation plan is needed for a potential conflict of interest.
	ANSWER	<ul style="list-style-type: none"> a.) Proposers should address information for G in its own section. b.) Yes, confirmed.
11	QUESTION	Under Section V.A, the RFP calls for resumes of key personnel. May the resumes be placed in an appendix?
	ANSWER	Yes, the resumes may be placed in an appendix but it is not required to be placed in an appendix.

12	QUESTION	Under Section V.D, the RFP states that the proposer is required to include a detailed Staffing Plan. Should Attachment E be included under Management Approach or referenced in this section and placed in an appendix?
	ANSWER	Yes, the Staffing Plan can be included in the Management Approach.
13	QUESTION	Under Section V.E, the RFP mentions MBE/WBE Participation. Should Attachment D be placed under its own section or in an appendix?
	ANSWER	The Port Authority has no preference as to where the MBE/WBE is presented.
14	QUESTION	Under Section V.F, the RFP mentions Pricing and Compensation Proposal. Should the Pricing and Compensation Proposal be included as a separate volume or as part of the main proposal? If the Pricing and Compensation Proposal is part of the main proposal, should this information be placed under its own section or in an appendix?
	ANSWER	Under its own section, and part of the proposal.
15	QUESTION	Under Section 7.b of the sample agreement, it states that “Consultant shall be reimbursed for the costs of any subconsultants, which shall only include an amount equivalent to the aggregate amount actually paid to subconsultants by Consultant. Under no circumstances shall any subconsultant contract, at any tier, contain a cost-plus-percentage-of-cost compensation structure.” As a Prime Contractor, G&A expenses are incurred with the administration of a subcontract. As is typical with most contracts, the cost to administer the subcontract is considered to be a cost allowable for reimbursement to the Prime Contractor. The aforementioned wording seems to imply that neither profit nor the administration cost (G&A) incurred by the Prime Contractor is allowable for reimbursement. Please confirm that our understanding of this section is correct or clarify the intended meaning.
	ANSWER	Section is written correctly.
16	QUESTION	In regard to the preferred program management information system, QuickBase, is the consultant expected to purchase or pay for users, or is the software/licensing access provided by the PANYNJ?

	ANSWER	It would be preferable that the proposing firm present a pricing model that includes both options: 1) cost if consultant pays for the licenses and is reimbursed by the PA; 2) cost if the Port Authority pays directly for the licenses. The Port Authority would give preference to the lowest cost option that would allow for continued maintenance of the licenses even after the agreement has ended.
17	QUESTION	What are the functions of Resilience Insurance Adjustment?
	ANSWER	Please refer to Section II Attachment A, Scope of Services, item # 1, above.
18	QUESTION	Task B FEMA Programmatic Management Support, page 4 of Attachment A, first paragraph says "please see Appendix B for details on the PWs. There does not seem to be an Appendix B attached to the RFP
	ANSWER	Please refer to Section II Attachment A, Scope of Services, item # 2, above.
19	QUESTION	Will all of the proposed staff positions report to PA facilities/offices?
	ANSWER	Please refer to Section II Attachment A, Scope of Services, item # 4, above.
20	QUESTION	Quickbase is identified in the RFP as the preferred program management software to be utilized for this contract. a.) Why is it the preferred software? b.) Is it already in use and if so in what capacity? c.) Are other equivalent software programs acceptable.
	ANSWER	For items (a) and (b) above, please refer to Section II – Attachment A – Scope of Services, item #3 above. For item (c) above, any proposed programs, must be submitted in accordance with Section 8. Changes of the Standard Agreement.
21	QUESTION	Does the "executive management" staff required to have demonstrated experience performing federal grant management services apply to the executive management of the project team (e.g. Program Manager,) or the executive management of the proposing entity (e.g. CEO.). If it is meant to be the Executive Management

		staff of the proposing entity, what level is considered "Executive Management" (CEO, EVP, SVP, VP Director?)
	ANSWER	Please refer to Section II, subparagraph B, of the RFP Letter. Firms will have to demonstrate their own executive level based on their specific hierarchy.

This communication should be initialed 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 GUSTAVO ORDUZ, WHO CAN BE REACHED AT (212) 435-5694 or at gorduz@panynj.gov.

THE PORT AUTHORITY OF NY & NJ

RICHARD PEREZ
 PROCUREMENT MANAGER
 FTA/WTC SITE PROJECTS

RESPONDENT'S FIRM NAME: _____

INITIALED: _____

DATE: _____