

# THE PORT AUTHORITY OF NY & NJ

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

11/19/12

## ADDENDUM #3

To prospective Proposer(s) on **RFP # 31263 - PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES FOR THE PORT AUTHORITY HEADQUARTERS PROJECT AT FOUR WORLD TRADE CENTER ON AN “AS-NEEDED” BASIS**

Due back on 11/21/2012, 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 F – Pricing and Compensation Proposal**

Delete Attachment F in its entirety and Replace with the attached version dated 11/19/12, also provided in Excel by the following link: [Attachment F](#).

*Note: References to 8.A, 8.B and 8.C were changed to 7.A, 7.B and 7.C.*

### **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.

**The Q&A numbering sequence below is continued from previously issued Addenda.**

6	<i>Question</i>	You state that our staff will be working in the Port Authority offices. Can you tell us where this office is located? Will you be providing office furniture and equipment, i.e.: computers, computer networking, telephones, fax machines, copiers and other normal office equipment as well as incidentals and consumables?
	<i>Answer</i>	The Port Authority office for this project will initially be located at 225 Park Avenue South. Once construction commences, the project office may be relocated downtown nearer to the actual site. Office furniture and typical office equipment such as desktop computers, PA computer networking, landline telephone, fax machines, copiers, and typical office supplies will be provided. Laptop computers will not be provided.
7	<i>Question</i>	Will the Port Authority be providing access to administrative and clerical staff to supplement the tasks that we will be performing?
	<i>Answer</i>	The Port Authority will provide necessary resources, as deemed appropriate, to supplement the tasks.
8	<i>Question</i>	What are the normal work day hours and does that include lunch?
	<i>Answer</i>	The Port Authority's standard work hours are 8:00 A.M. to 4:00 P.M. (inclusive of lunch), Monday through Friday, unless otherwise directed by the Authority.
9	<i>Question</i>	If the office of one of the prime consultants is out of town, are travel costs to and from the office allowed and also is the travel time allowed?
	<i>Answer</i>	No.
10	<i>Question</i>	Will consultant be required to work during Port Authority and/or federal holidays? Is extra compensation for this reimbursable?

	<i>Answer</i>	No work shall be performed at the site on a legal holiday of either the State of New York or the State of New Jersey, unless otherwise directed by the Authority.
<b>11</b>	<i>Question</i>	If consultant is required to work overtime, Is extra compensation for this reimbursable? Do you have a rate you typically use?
	<i>Answer</i>	The Port Authority will only pay the all-inclusive (fully loaded) rate proposed and accepted regardless of overtime. Also, refer to Section 7.A of the Port Authority Standard Agreement.
<b>12</b>	<i>Question</i>	If consultant is expected to work overtime or on weekends, are costs for transportation, gas, tolls, parking, and taxi's/limos reimbursable?
	<i>Answer</i>	No.
<b>13</b>	<i>Question</i>	Is there an annual escalation of salary permitted? Do you have a standard rate? May we apply these escalations to 2014 and 2015?
	<i>Answer</i>	Escalation shall not be applied to the fully loaded rates. During years 2014 and 2015, rate adjustments may be requested in accordance with Section 7.A of the Port Authority Standard Agreement.
<b>14</b>	<i>Question</i>	Are spiral binds acceptable for the 10 copies of the proposal?
	<i>Answer</i>	Yes.

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.

THE PORT AUTHORITY OF NY & NJ

RICHARD PEREZ, MANAGER  
WTC SITE PROCUREMENT PROJECTS

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

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

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).

**ATTACHMENT F – PRICING AND COMPENSATION PROPOSAL**

**PROPOSER ENTITY NAME:** \_\_\_\_\_

**RFP NO. 31263 - PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES FOR THE PORT AUTHORITY HEADQUARTERS PROJECT AT FOUR WORLD TRADE CENTER ON AN “AS-NEEDED” BASIS  
YEAR 2012 through YEAR 2015 (As-Needed)**

Pricing and Compensation Proposal	Contract Term (As-Needed)
(1) Consultant's Total Labor Cost (see Agreement, Section 7.A)	\$
(2) Consultant's Reimbursable Expenses (see Agreement, Section 7.C)	\$
(3) Subconsultants Total Costs (see Agreement, Section 7.B)	\$
<b>(4) Total Proposed Pricing &amp; Compensation (Item 1 + Item 2 + Item 3)</b>	<b>\$</b>

Total Proposal price is to be filled out both words and in figures.

**Total Amount (In words):**

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ATTACHMENT F – PRICING AND COMPENSATION PROPOSAL

PROPOSER ENTITY NAME: \_\_\_\_\_

**RFP NO. 31263 - PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES FOR THE PORT AUTHORITY HEADQUARTERS PROJECT AT FOUR WORLD TRADE CENTER ON AN “AS-NEEDED” BASIS  
YEAR 2012 through YEAR 2015 (As-Needed)**

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

SUBCONSULTANT: \_\_\_\_\_

Pricing and Compensation Proposal	Contract Term
(1) Subconsultant's Total Labor Cost (see Agreement, Section 7.A)	\$ -
(2) Subconsultant's Reimbursable Expenses (see Agreement, Section 7.C)	
(3) Subconsultants <b>Total Costs</b> (Item 1 + Item 2)	\$ -

**TOTAL FOR ALL SUBCONSULTANTS ABOVE \$ \_\_\_\_\_ -**

**RFP NO. 31263 - PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES FOR THE PORT AUTHORITY HEADQUARTERS PROJECT AT FOUR WORLD TRADE CENTER ON AN "AS-NEEDED" BASIS  
YEAR 2012 through YEAR 2015 (As-Needed)**

TASK	PROGRAM AREA	*Fully Loaded Hourly Rate	2012		2013		2014		2015		**Total Estimated Hours	Total Estimated Amount per Task
			**ESTIMATED HOURS	AMOUNT	**ESTIMATED HOURS	AMOUNT	**ESTIMATED HOURS	AMOUNT	**ESTIMATED HOURS	AMOUNT		
TASK I. PROJECT MANAGEMENT	Project Manager #1		50	\$	1,860	\$	1,860	\$	465	\$	4,235	\$
	Project Manager #2		0	\$	775	\$	1,860	\$	465	\$	3,100	\$
	TOTAL FOR TASK I - PROJECT MANAGEMENT			50	\$	2,635	\$	3,720	\$	930	\$	7,335
TASK II. ASSISTANT PROJECT MANAGEMENT	Assistant Project Manager #1		50		1,860	\$	1,860	\$	1,860	\$	5,630	\$
	Assistant Project Manager #2				775	\$	1,860	\$	1,860	\$	4,495	\$
	Assistant Project Manager #3				775	\$	1,860	\$	1,860	\$	4,495	\$
	TOTAL FOR TASK II - ASSISTANT PROJECT MANAGEMENT			50	\$0	3,410	\$	5,580	\$	5,580	\$	14,620
TASK III. MOVE MANAGEMENT	Move Manager						1,210	\$	730	\$	1,940	\$
	TOTAL FOR TASK III - MOVE MANAGEMENT						1,210	\$	730	\$	1,940	\$
GRAND TOTAL FOR TASK I, TASK II, AND TASK III (without Reimbursables)			100	\$	6,045	\$	10,510	\$	7,240	\$	23,895	\$

\* Fully Loaded Hourly Rates - Refer to Section 7.A. of the Port Authority Standard Agreement.

\*\* Estimated Hours shown in the table above are not guaranteed.

