

April 16, 2019

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL SMALL BUSINESS ENTERPRISE ADVISORY SERVICES AND RELATED TECHNICAL SUPPORT SERVICES FOR THE WORLD TRADE CENTER RETAIL REDEVELOPMENT PROGRAM AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2021 (RFP# 56664) – ADDENDUM #4**

Dear Sir or Madam:

The following are questions from Request for Proposals (RFP) recipients. The questions and the corresponding Port Authority of New York and New Jersey (the Authority) answers are provided for your information and use, as appropriate.

**Question #1:** If a proposer intends to submit on each of the three (3) categories, does that mean that the proposer must submit a total of 21 hard copy proposals and 21 CDs? Can all documents be submitted in the same package?

*Answer #1:* If the Proposer is planning to submit a proposal for more than one category, then the Proposer must submit a separate and complete proposal for each category. The Proposer shall include one (1) reproducible original and six (6) paper copies for each category. For example, if the Proposer is submitting on each of the three (3) categories, then a total of 21 hard copies of the proposals would be required. The Proposer may choose to include the electronic copies of the proposals on seven (7) CDs, instead of 21 CDs. The proposals shall be bound, or in a 3-ring binder, with Your Firm Name, RFP Number, and Category clearly indicated on the cover. Proposals may be delivered in the same envelope/package as long as the category is clearly marked on the cover of each proposal.

**Question #2:** In Section II, Letter C of the RFP Letter, what does “reproductive original” mean?

*Answer #2:* A “reproductive original” means that one copy of the proposal should include the documents of all the original signatures.

**The date for receipt of proposals for the subject RFP remains 2:00 P.M. on April 23, 2019.**

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

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department