

January 23, 2015

SUBJECT: REQUEST FOR QUALIFICATIONS FOR PERFORMANCE OF EXPERT PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE JFK INTERNATIONAL AIRPORT- REPLACEMENT OF AIR TRAFFIC CONTROL TOWER ROOFS AND RELATED EQUIPMENT ON AN “AS-NEEDED” BASIS DURING 2015 THROUGH 2021 (RFQ #41208)

Dear Sir or Madam:

The Port Authority of New York and New Jersey (Authority) is seeking Statements of Qualifications (SOQ) from architectural and engineering firms, or teams of firms, (the “Consultant or “Consultants”) with expertise in the design of public or institutional buildings and curtain walls of similar scope, size and complexity to those further described in the draft scope of work document Attachment A. Generally, the Consultant’s services will consist of providing expert professional Stage III and IV services for the JFK International Airport- Replacement of Air Traffic Control Tower Roofs and Related Equipment, which shall include, but is not limited to, preparing and delivering Final Design and Contract Documents (Stage III), and performing post-award services (Stage IV). The Consultant’s plans and designs will be developed employing recently completed reports, and ongoing studies as appropriate, as further detailed in the draft scope of work document (Attachment A) that will accompany the RFP and a final form of which shall be included in, and form a part of, any awarded agreement.

The draft scope of work (Attachment A) is attached for your information and use. The Authority reserves the right to make any changes to the draft scope of work prior to, during, or after issuance of an RFP for performance of said services or modified services, as it deems appropriate and necessary. It is included with this RFQ only to provide interested responders to this Request For Qualification (RFQ) with information about the subject work.

The Authority will permit only those Consultants pre-qualified through this RFQ process to respond to the subsequent RFP.

I. QUALIFICATION REQUIREMENTS

The Authority will only consider SOQ from firms (or teams) able to demonstrate compliance with the following qualification requirements:

- A. Firm qualifications and demonstrated experience in the successful completion, within the past ten (10) years of the following:
 - 1. Performing the design of public and/or institutional buildings of similar size, scope, complexity and value similar to that contemplated in the scope of work, on at least three (3) multi-discipline projects each with a construction value of greater than \$10 million;
 - 2. Performing the design of curtain wall systems, and resolving curtain wall water infiltration problems on projects of similar size, scope and complexity to that contemplated in the scope of work, on at least three (3) projects each with a construction value of greater than \$1 million; and

3. Working with governmental and transportation agencies and expertise in standards for power distribution and control equipment for aviation facility within the last ten (10) years, and that during that period it has successfully completed or substantially completed as a prime consultant at least three (3) contracts of size, type and complexity comparable to that indicated in the Attachment A.
- B. The Electronic Consultant Engineering firms who will perform the Security and Communications design engineering services must have:
1. A minimum of (10) years of design experience in radio engineering projects. Experience shall involve multiple systems such as identifying the various radio antenna types and systems. The Consultant shall possess in-depth knowledge of Operational Security, and shall have a broad experience in base electronics and various communication technologies including fiber optic and microwave communication systems, in-building & outdoor radio frequency (RF) antenna systems. The Consultant shall be knowledgeable in various system architectures offered by different manufacturers.
 2. A strong professional background with significant experience and credentials as a wireless technology and engineering consultant. The experience presented should clearly identify design experience for at least five (5) large-scale campuses, military, airport or command and control centers, of similar scope and size and shall identify the technologies utilized in these designs.
 3. Extensive design experience should include wireless RF radio electronic system designs and/or with closed-circuit television (CCTV) surveillance systems.
 4. Experience and knowledge of wireless communication technologies and industry trends, Federal Communication Commission (FCC) rules and requirements for wireless communications, and rules and requirements for wireless communications provided by the City and the State of New York.
 5. Significant experience and knowledge of all applicable federal, state and local laws rules and regulations governing wireless technologies on private and public right of way.
- C. Minimum Qualifications of the Project Manager or Principal Architect/Engineer

The prospective Proposer's Project Manager/Principal Engineer shall be Professional Engineer (PE) or Registered Architect (RA) licensed to practice in New York and must have a minimum of ten (10) years design experience on contracts comparable in size, type and complexity as provided in the draft scope of work (Attachment A).

II. SUBMITTAL FORMAT REQUIREMENTS

To respond to this RFQ, Consultants shall submit a concise qualifications package complying with the following format requirements:

- A. To be acceptable, the submission shall be no more than 30 pages (single-sided using 12 point or greater font size), not including resumes or the Proposal cover page. Individual sheet size shall not exceed 11"x17" (except as noted otherwise). Brochures or other promotional materials shall not be included. Section IV. Items A and B are also not

included in the page count nor are page dividers. Each resume of staff shall be two-page maximum, single-sided or one-page double-sided, using 12-point or greater font size. Pages shall be numbered and bound, or in a 3-ring binder, with “Your Firm Name”, and **RFQ Number 41208** clearly indicated on the cover.

- B. Each section of the submission shall be separated with a tab divider that is labeled in accordance with the requirements specified below in Section III.
- C. All submissions must be delivered in sealed envelopes and/or packages. Address the Proposal to: The Port Authority of New York and New Jersey, 2 Montgomery Street, 3rd Floor, Jersey City, NJ 07302, **Attention: RFQ Custodian**. Do not address your submittal to any other name. You are requested to submit one (1) reproducible original, clearly labeled as “Original Qualifications Package”, and eight (8) copies, along with one (1) copy of the submission on a USB. In case of conflict, the reproducible original of the submission shall take precedence over material on the USB.
- E. Each submission to the Authority, including any return address label, all copies, as well as the USB, and the reproducible original, shall indicate the Consultant’s **FULL LEGAL NAME WITHOUT ABBREVIATIONS**. Failure to comply with this requirement may delay or even preclude the submission from being considered, and any such result shall be the responsibility of, and at the risk of, the Consultant.
- F. Qualifications submittals should be forwarded in sufficient time so that the Authority receives them **no later than 2:00 p.m. on February 6, 2015**. The cover of your submittal must include the RFQ Number (as stated above) and the RFQ title.
- G. The Authority assumes no responsibility for delays caused by any delivery services. For submissions to be hand-delivered, it should be noted that only individuals with proper identification (i.e. photo identification) will be permitted access to the Authority’s offices. Individuals without proper identification shall be turned away and their packages not accepted.

III. SUBMITTAL REQUIREMENTS

To respond to this RFQ, provide the following:

- A. In the front of your submission, a copy of Attachment B (Agreement on Terms of Discussion), signed by a duly authorized officer of your firm. If the Consultant is a joint venture, an authorized representative of each party shall sign a copy of Attachment B.
- B. Complete a copy of Attachment C (Company Profile).
- C. Transmittal Letter

Each Respondent shall submit a transmittal letter on its letterhead, signed by an authorized representative, introducing your firm (team) and demonstrating compliance with each of the “Qualification Requirements” listed above. ***If your firm’s compliance with the “Qualification Requirements” is not included in this transmittal letter, even if your firm’s compliance is listed elsewhere in the submittal, your response shall not be further considered.*** Your transmittal letter shall also include the following:

A statement indicating whether the Consultant is submitting as a single entity or joint venture. If a joint venture, submit all information required for a single entity for each

participant in the joint venture. If a joint venture is deemed qualified to receive the RFP, the joint venture shall be composed of the same participants as were in the joint venture when it submitted the response to the RFQ. No substitution of participants will be allowed without the express prior written permission of the Authority.

Submit a copy of any written agreement, or understanding, which exists between each party to the joint venture as part of your submittal. If no written agreement or understanding exists, the lead firm shall be identified and the joint venture shall include in its submittal a written statement explaining how the joint venture will fulfill the requirements of the services and. such explanation shall fully discuss and identify the responsibility of each party to the joint venture for performing the required services.

All joint venture Consultants must provide documentation of their legal status (or documentation of its pending status). If the qualifications package is submitted by a joint venture that has not been established as a distinct legal entity (a “common law joint venture”), each participant of the joint venture shall be held jointly and severally liable and must individually execute and perform all acts required by the RFQ. Documents signed by a common law joint venture in connection with a submission shall include the names of all participants of the joint venture followed by the words “acting jointly and severally.”

D. Qualifications and Experience of Staff

Prepare an organization chart for this project that identifies the key individuals, their firm and office address, function, task responsibility and reporting relationships.

Include a profile of the persons identified in the organization chart that describes how their experience and technical abilities will assist in the successful completion of the proposed project. Attach a detailed resume for each individual that includes his or her 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 and include compliance with Solicitation Requirements shown in Section I.B. above.

1. List the name(s), title(s) and resumes of personnel who will be assigned to perform any services requested. Identify subconsultants, if any, and indicate their experience and qualifications. Job titles shall include, but are not limited to, lead engineer for the following disciplines: architecture, electrical, electronics mechanical, plumbing, civil and structure.

For all titles listed, provide a profile to demonstrate that the individual has the needed experience to complete the services outlined in the Attachment A. Identify the main projects the individual has managed in the past year. If the individual is currently managing other work, clearly state how he or she intends to also work on this project. (Include percentage of time to be dedicated to this project as well as others.)

2. Other Key Personnel Experience:

Detail the experience of key individuals to be responsible for the successful completion of the proposed project.

E. Firm Qualifications and Experience

This shall include, but not be limited to, a list of entities for which similar services have been provided. Include compliance with Solicitation Requirements shown in Section I.A. above.

Provide a description of the assignments, firm names, start and end dates, total cost of each assignment, and a contact (name, telephone number and email address) as required for the Authority to confirm said information.

F. Conflict of Interest Disclosure

If the Consultant or any employee, agent or subcontractor may have, or may give the appearance of, a possible conflict of interest; the Consultant shall include in its submission, a statement indicating the nature of the conflict or possible conflict. The Authority reserves the right to disqualify the Consultant if the Authority determines, in its sole discretion, that any interest disclosed from any source could create, or give the appearance of, a conflict of interest. The Authority's determination regarding any question(s) of conflict of interest shall be final. If applicable, the Consultant shall describe measures it shall implement to minimize or eliminate a conflict of interest.

IV. RFQ SELECTION PROCESS

Consultants will be pre-qualified based on an evaluation of the factors listed below, in order of importance, and as detailed in Section III above.

- A. Experience and Qualification of Firm; and
- B. Experience and Qualifications of Staff, including proposed subconsultants.

Only those firms deemed best qualified in terms of the foregoing criteria shall be issued the subsequent RFP.

V. SECURITY REQUIREMENTS; PROOF OF SATISFACTORY COMPLETION OF PRE-REQUISITES FOR ACCESS TO PROTECTED INFORMATION

The Pre-Qualified Proposer (and ultimately, the awarded Consultant) will require access to Port Authority Protected Information. Protected Information is information belonging to the Port Authority that, if it were subject to unauthorized access, modification, loss or misuse could seriously damage the Port Authority, public safety, or homeland security. Protecting this sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Port Authority or when released by the Port Authority to outside entities. These procedures are identified in the Port Authority's "Information Security Handbook". Respondents may obtain a copy of the Security Handbook from the Port Authority's website:

<http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf>

The Information Security Handbook requires that certain criteria be met prior to being granted access to Protected Information. Generally, an individual must be a U.S. Citizen,

or be an alien who has been lawfully admitted for permanent residency or employment (indicated by immigration status), as evidenced by Immigration and Naturalization Service documentation, or be a national of the United States as defined by the Immigration and Nationality Act. This requirement may be waived in exceptional circumstances and firms seeking to be considered should refer to § 3.2 of the Information Security Handbook for details on this policy and the process for waiver. An individual may also be required to undergo background screening prior to being approved for receipt of certain information. As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Port Authority approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation. Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers can be found at: <http://www.secureworker.com>. S.W.A.C. may be contacted directly at (877) 522-7922 for more information.

Individuals are also required to attend an Information Security Awareness and Education training session unless, within the last three (3) years, they have attended an Information Security Awareness and Education training session and have proof of same. The training for this solicitation will take place at the time and location set forth below: **January 30, 2015 at 4 World Trade Center.**

Designation of Security Information Manager

Each firm seeking to be considered, and if a joint venture is seeking consideration, each participant in a joint venture, shall designate at least one (1) a Security Information Manager (a “SIM”) responsible for each firm’s compliance with Information Security Requirements, identifying members of their teams who will need access to documents and for assuring that those members have passed the requisite background checks and have completed the requisite forms. The SIM will be responsible for maintaining his/her firm’s access list. In addition, the SIM will identify an individual who will be trained by the Port Authority in the use of Livelink (if Livelink is utilized as a means for distribution) and that individual will subsequently be responsible for training the team for the firm seeking to be considered.

With your submission, your firm (or any member firm of a joint venture seeking to be considered) must include the following information for your SIM(s):

- (1) Full legal name
- (2) Title
- (3) Physical address
- (4) Email address
- (5) Phone number and fax number; and
- (6) Proof that the SIM has been issued a SWAC credential.*

Proof of SWAC Credential

Your firm’s designated SIM, and any member of your team that may require access to Protected Information will require a SWAC credential, proof of which must be submitted with your response.

Proof of SWAC issuance shall be demonstrated by submitting a color photocopy of the face of the team member’s SWAC card. The failure to demonstrate in your submission that, at a minimum, your firm’s SIM has been issued a SWAC credential, will result in your firm not being found qualified to participate in this opportunity.

Checklist for Project Team

You should submit a Microsoft Excel spreadsheet providing the status, at the time of the VPP submission, of your firm’s team for this project with respect to information security requirements. The spreadsheet should list all persons at your firm that may require access to Port Authority Protected Information, and set forth their status as to whether they have (1) undergone Port Authority Information Security Training; (2) executed a Port Authority NDA; (3) executed a Port Authority Exhibit A to the a NDA; (4) executed an Exhibit B to the NDA; and (5) been issued a SWAC credential, if required.

Example Spreadsheet Illustration:

Name	Trained?	NDA	Exhibit A (to NDA)	Exhibit B (to NDA)	SWAC
Luke Jones (Principal, C.E.O)		1/31/2013	1/31/2013		
Noah Jacobs (Estimator)	2/12/2013		1/13/2013		Yes
Melissa Manning (SIM)	1/12/2013		1/12/2013		Yes
Franklyn Benjamin, P.E. (Subcontractor)	2/12/2013			2/15/2013	

VI. ADDITIONAL INFORMATION

It is Authority policy that its contractors and vendors comply with the legal requirements of the States of New York and New Jersey. Consultant’s attention is therefore called to New York State’s requirements that certain contractors, affiliates, subcontractors and subcontractors’ affiliates register with the New York State Department of Taxation and Finance for the purpose of collection and remittance of sales and use taxes. Similarly, New Jersey requires business organizations to obtain appropriate Business Registration Certificates from the Division of Revenue of the State’s Department of the Treasury.

Should you have any questions, please e-mail them to Timothy J. Pullen, Solicitation Manager at tpullen@panynj.gov. All such emails must have “**RFQ #41208**” in the subject line. All questions should be submitted no later than 4:00 P.M. five (5) business days prior to the submittal due date. Neither Mr. Pullen nor any other employee of the Authority is authorized to interpret the provisions of this RFQ or enclosed documents or give additional information as to its requirements. If interpretation or additional information is required, it will be communicated by written addendum issued by the undersigned and such writing shall form a part of this RFQ or the enclosed documents, as appropriate.

During this RFQ process, you must monitor the Authority's website at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html> for any changes in the form of addenda to this RFQ.

Submission preparation costs are not reimbursable by the Authority, and the Authority shall have no obligation to any Consultant except under a duly authorized agreement executed by the Authority.

No rights accrue to any Consultant except under a duly authorized definitive agreement for performance of the specified services.

Sincerely,

David Gutiérrez, CPPO
Manager, Construction Procurements
Procurement Department

Attachments:

Attachment A:	Draft Scope of Work
Attachment B:	Agreement on Terms of Discussion
Attachment C:	Company Profile

ATTACHMENT A

DRAFT

PERFORMANCE OF EXPERT PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR JOHN F. KENNEDY INTERNATIONAL AIRPORT – REPLACEMENT OF AIR TRAFFIC CONTROL TOWER ROOFS AND RELATED EQUIPMENT

I. BACKGROUND

The Port Authority of New York and New Jersey (the “Port Authority” or “Authority”) is a municipal corporate instrumentality and political subdivision of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States. The Authority manages and/or operates all of the region’s major commercial airports (LaGuardia (LGA), John F. Kennedy International (JFK), Newark Liberty International (EWR), Teterboro, and Stewart International Airport), Port Authority Trans-Hudson (PATH) rail system, marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook, and Brooklyn Piers); and its interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital “Gateways to the Nation..

John F. Kennedy International Airport

JFK is the busiest international air passenger gateway in the United States, handling more international traffic than any other airport in North America. In 2013, the airport handled over 50,000,000 passengers, making it the 19th-busiest airport in the world and sixth-busiest in the United States by passenger traffic. It is also the third-leading freight gateway to the country by value of shipments.

John F. Kennedy International Airport Air Traffic Control Tower

The John F. Kennedy International Airport Air Traffic Control Tower (ATCT), which was designed by Pei Cobb Freed & Partners, opened in 1994. The building is operated by the Port Authority, and houses state-of-the-art communications, radar and wind-shear alert systems. The 321-foot tower is centrally located adjacent to the International Arrivals Building and connected to it by a bridge. At its base is a two-story office / equipment facility. Cantilevered above are a ramp control center (essentially one floor of an office building served by its own elevator); a glazed upper-level equipment and support facility housed in a three-story segment of a sphere; a microwave balcony cantilevered to the rear;

and ultimately, a 30-foot-high radar-domed control cab. The architectural concrete shaft houses elevators, stairs and miles of signal transmission cabling.

The Project

The ATCT is essential to maintaining aeronautical operations at the airport, managing over 400,000 plane movements per year. There is significant water infiltration at the building, which could severely impact the ATCT's critical function. The purpose of this project is to provide the necessary repairs to the building to prevent these leaks.

The project scope includes the design and construction of the following:

- Eleven new roofs
- Roof coping repairs/replacement
- Roof top HVAC units replacement
- Temporary relocation and reinstallation of rooftop antennas, navigational, security and communication equipment with minimal interruption to service
- Removal, maintenance and reinstallation of electrical, lighting, lightning protection and fire alarm circuits
- Curtain Wall remediation

II. SCOPE OF WORK

The services of the Consultant shall consist of performing Stage III and IV services for the JFK - Building 156 (Control Tower) Roofing & HVAC Replacement project. Services shall include but are not limited to preparing and delivering to the Authority Final Design and Contract Documents (Stage III) and performing Post Award Services (Stage IV), including furnishing detailed systems Operating and Maintenance (O&M) Manuals, for the project. The JFK - Building 156 (Control Tower) Roofing & HVAC Replacement design shall be based upon the Stage I Report, the JFK Control Tower 6/5/2014 Site Visit – Observations Memo (included in Section VI), the Curtain Wall Rehabilitation Report, and the information contained herein.

A Stage I Report, titled, “John F. Kennedy International Airport Control Tower roofs, Window Walls, MEP Systems, & Roof Electronics Devices, June 18, 2014 Final Submission,” Volumes A & B, (Note: Volume B is Confidential Information (CI) (see section VII E 2 d Compliance with the Authority Information Security Handbook) has been completed, and is included herewith and made a part hereof (see Section VI, below). The Stage I Report includes: an investigative study, including findings, recommendations and a construction cost estimate for work at the roofs and the rooftop MEP systems, and a crane report describing options for crane sizes and locations during construction. This report is the basis for the roof replacement and MEP work Stage III Design.

The Stage III scope of work shall provide Construction Documents and an Estimate for:

- A. Replacement of 11 roofs of various types, associated drains and roof penetrations
- B. Repair/replacement of roof curbs, parapets and coping
- C. Replacement of HVAC equipment

- D. Removal, maintenance and reinstallation of electrical, lighting, lightning and fire alarm circuits
- E. Reseal /Repair of wall penetrations
- F. Reseal/Repair of skylight flashings
- G. Replacement of roof access doors, hatches and louvers
- H. Temporary relocation and reinstallation of antennas, navigational, security and communication equipment located on the roofs

The Stage IV scope of work shall include but not be limited to:

- A. Replace roofs, curbs and MEP equipment
- B. Repair/replace roof parapets and coping
- C. Prepare construction documents for curtain wall rehabilitation, based on curtain wall testing results and rehabilitation recommendations provided by others.
- D. Repair/rehabilitate curtain wall

Volume B of the Report is the basis for the Electronics scope of work for the project.

Except as noted otherwise herein, the Consultant shall be responsible for all involved disciplines including, but not limited to Architecture, Electrical, Electronics, Mechanical, Plumbing/Fire Protection, Structural and Civil.

III. DESCRIPTION OF THE CONSULTANT'S TASKS

Tasks to be performed by the Consultant may include but are not limited to:

TASK A. DOCUMENT REVIEW

Review and provide any comments on all available and reference documents identified in Section VI, below. The Authority will supply current site information, as well as access to available electronic files, as required.

TASK C. PROJECT SCHEDULE

The Project is expected to begin in the first quarter 2015 and be completed by year end of 2019. Prepare a schedule for performance of all tasks listed herein within that timeframe. Said schedule shall comply with the Project Schedule for submissions as identified in Section IV, below and shall provide for meetings, presentations, submittals, document review and incorporation of Authority comments after submittals and presentations. Submit the draft schedule for Authority review. Incorporate Authority comments and resubmit as Final.

TASK B. MEETINGS

Attend all meetings or presentations with Authority staff, state, city authorities, aviation representatives, or others as required. Meetings will typically take place at the Authority's Engineering and Architectural Design offices located at Tower 4, World Trade Center,

NY; offices located at the JFK Airport, Jamaica, NY, or at other locations within the Port District as required.

1. Participation in meetings, as required by the Authority, shall include, but are not limited to:
 - a. Scheduling and attending an orientation meeting with Authority staff and others as required to ensure complete understanding of the status, goals, schedules, and objectives.
 - b. Attending bi-weekly meetings, which may include status reviews. Prepare and submit agenda for all meetings two (2) business days prior to the meetings.
 - c. Scheduling and attending quarterly performance meetings with the Authority and others as required to review status and anticipated services for the upcoming quarter.
2. In addition to site surveys, the Consultant shall meet with the Authority and JFK Operations to verify and capture functional criteria of existing systems for the development of contract documents. Systems shall include:
 - a. PIDS (Perimeter Intrusion Detection System);
 - b. Complete Structured Cabling System (SCS) including all Fiber and Copper Connectivity;
 - c. Security Video Surveillance, CCTV and Infrared Camera equipment; and
 - d. ASDE-3, Directional antennas, GPS antenna, Ice Sensor switch assembly, Ambient Light sensor, Microwave P2P antenna, Omni directional antenna, Rotating Radar (Perimeter Intrusion Detection System), Satellite dish, TV VHF antenna.
3. Submit Draft Minutes to the Authority of all meetings attended within three (3) business days after the meeting. Minutes shall identify items requiring follow-up action. Incorporate Authority comments as directed and resubmit as Final within ten (10) business days of receipt of such comments. Implement such follow-up(s) as appropriate. As part of final meeting Minutes, submit a record of follow-up items and actions taken, as appropriate.

TASK D. FIELD INSPECTION AND VERIFICATION

1. Prior to inspection, meet with Authority staff to review Authority data relevant to the inspection.
2. Coordinate all site visits through Authority staff. All visitors must have current Secure Worker access Consortium (SWAC) clearance and identification prior to site visits.
3. Conduct field inspection(s) of areas of work, including but not limited to, Control Tower Roofs and Curtain-Wall System.
4. Verify field conditions including taking all appropriate field measurements. Photograph all areas of concern (e.g. discrepancy, etc.).

5. Submit copies of completed field findings on inspection reporting forms (which will be provided by the Consultant and approved by the Authority) and meet with Authority staff to discuss those findings.
6. Each inspection/survey shall be based on objectives and coordinated with all relevant disciplines. All conditions necessary for proper design shall be included in the inspection/survey.
7. Review and verify existing site conditions documented in Stage I Report. Document information in AutoCAD application products (latest version or as required by the Authority's Engineering and Architectural Design Division). Conditions and major utilities that may affect the work shall be noted and identified in the package.
8. Electronics: Conduct detailed site surveys and field inspections of all areas required by the design and as affected by the subject project to verify the capacity and condition of electronics, security, and radio antenna systems. Include in the survey a review of all associated equipment, supporting elements, and their existing field conditions. For each individual antenna installation, a written report shall be furnished to the Authority within two (2) weeks of site inspection, and a copy of the report shall be furnished to the wireless facility owner/operator. The Consultant shall be available to staff for follow-up inquiries on a as-needed basis.
9. Confirm with equipment owners that antennas and associated equipment are in proper working order, and that they function safely in the manner for which they were designed and installed. Notify the Engineer and the owner in writing of all items found to be non-functional.

TASK E. DESIGN CRITERIA SUMMARY

Prepare a summary of all criteria to be used in the design including loads (dead, live, wind, snow, seismic, and other loads as appropriate), material grades, codes, critical design issues, applicable codes and standards, sustainable design components and assumptions.

Except as otherwise noted herein, the Consultant's design and the preparation of Contract Documents shall comply with all applicable codes and standards that would be in place if the Authority were a private corporation, as well as with the latest Authority standards, available upon request to the Authority. In case of a conflict, the more stringent requirement shall apply.

Criteria shall include but not be limited to:

1. The Port Authority Engineering Design Guidelines
2. The Port Authority Engineering Flood-Mitigation Design Guidelines
3. The Port Authority Corporate Graphic Standards
4. American National Standards Institute (ANSI)
5. Institute of Electrical and Electronics Engineers (IEEE)
6. National Electrical Manufacturers Association (NEMA)

7. The Port Authority of NY & NJ Sustainable Building Guidelines (SBG). The Consultant shall adhere to the Authority's Sustainable Building Guidelines (SBG) and surpass building code standards for energy efficiency by at least 10%.
8. The Port Authority of NY & NJ Standard Technical Specifications
9. American Society of Heating, Refrigeration Air-Conditioning Engineers (ASHRAE), Standard 90.1 - Latest Edition and Standard 62.1 - Latest Edition
10. Sheet Metal and Air Conditioning Contractors' National Association (SMACNA), 2005 HVAC Duct Construction Standards—Metal and Flexible
11. American Society for Testing and Materials (ASTM)
12. Air Movement and Control Association (AMCA)
13. Air Conditioning and Refrigeration Institute (ARI)
14. Underwriters Laboratories (UL)
15. Federal Communications Commission (FCC)
16. 2011 New York City Electric Code
17. 2008 New York City Building Code, with all amendments
18. 2008 New York City Mechanical Code, with all amendments
19. 2014 New York City Fire Code
20. 2008 New York City Construction Code with all amendments
21. New York City Energy Conservation Code
22. New York City Local Laws
23. Section 608 of the Federal Clean Air ACT of 1990
24. American Society of Mechanical Engineers (ASME)
25. International Code Council (ICC)
26. International Society of Automation (ISA)
27. International Standards Organization (ISO)
28. Compressed Air and Gas Institute (CAGI) PNEUROP Test Code
29. 29 CFR: Occupational Safety and Health Act (OSHA) Part 1910, General Industry Safety and Health Regulations.
30. Field Reference Manual - Standard Specification for Structural Concrete, ACI 301-08 and Specification for Curing Concrete, ACI 308.1 with selected ACI and ASTM references, ACI field reference manual SP-15(08).
31. AISC Manual of Steel Construction, Load & Resistance factor Design, 14th Edition
32. AISC Manual of Steel Construction, Allowable Stress Design, 13th Edition
33. The Port Authority of NY & NJ Traffic Engineering Standards, Details, and Graphic Standards

34. 40 CFR Part 273 – Standards for Universal Waste Management
35. 40 CFR Parts 260-272 – Solid Wastes Regulations
36. National Ambient Air Quality Standards (40 CFR 50)
37. Department of Public Health
38. Department of Environmental Protection (DEP)
39. Occupational Safety and Health Act (OSHA)
40. Plumbing and Drainage Institute (PDI)
41. NYC Plumbing Code 2009
42. NFPA 70E – Standard for Electrical Safety in the Workplace
43. NFPA 72 – National Fire Alarm and Signaling Code
44. NFPA 780 – Standard for the installation of Lightning Protection System
45. NFPA 101 Life Safety Code
46. Federal Communications Commission (FCC)
47. National Electric Safety Code (NESC)
48. PANYNJ – Technology Services Department (TSD) standards
49. PANYNJ “Standards & Guidelines for Port Authority Technology,” version 8.3, dated August 30, 2011
50. PANYNJ “Agency CCTV Standards” version 5.1 (or latest version)
51. Port Authority Information Security Handbook
52. Electronic Industries Association (EIA)
53. Insulated Cable Engineers Association (ICEA)
54. Accessibility Guidelines for Buildings and Facilities (ADAAG)
55. Authority Tenant Construction Review Manual
56. Authority Engineering Department’s Project Delivery Manual
57. Authority Construction Estimating Guide
58. Authority Engineering Department’s Engineering/Architecture Design Division CAD Standard
59. PANYNJ Design Guidelines Electrical

Upon approval of the Design Criteria Summary and written authorization from the Authority to proceed, the Consultant may proceed with the performance of the following task.

TASK F. FINAL DESIGN AND CONTRACT DOCUMENTS

Prior to the performance of this task, submit a specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the final design

and the preparation of Contract Drawings and Specifications specified herein. Upon completion of the contract documents required hereunder, submit a letter to the Engineer certifying that the Quality Control/Quality Assurance Program, as defined at the start of this Task and as approved by the Authority, has been performed.

The Consultant's Final Design Services shall include, but are not limited to:

1. General Requirements for All Disciplines:

- a. Contract Drawings: Prepare a final design and Contract Drawings for work to be performed by a Contractor based on the Stage I package and other information included herein and herewith, and the appropriate work items contained in the foregoing tasks.

Provide Contract Drawings using Autodesk's AutoCAD application products (latest version or as required by the PANYNJ E/A Design Division).

- b. For contract drawings, observe the following signature procedures:
- 1) All Consultant Contracts shall have a cover sheet containing the facility name, contract title and contract number. The cover sheet shall have the appropriate places for signature by Authority staff. No other information shall appear on the cover sheet. This shall be the only Contract Drawing prepared by the Consultant that will be signed by Authority staff.
 - 2) Sign and seal all drawings prepared by you.
 - 3) Any sub-consultant shall sign and seal its own drawings and calculation documents. The Consultant's name shall appear on each drawing prepared by a sub-consultant.
 - 4) All drawings prepared for New York Contracts shall be signed and sealed by a Principal of the firm with a New York Professional Engineer's or New York Registered Architect's License.
- c. Miscellaneous Requirements:
- 1) Key plans must be shown on all plan drawings, identifying the area represented on the part plan.
 - 2) Provide removals plans and/or sections as required, also showing all equipment, systems, or devices that need to be removed, and ensuring that the removal and replacement will not disrupt the continuous operation of the facility.
 - 3) Prepare installation drawings, details, equipment schedules, and control and operation requirements for all effected equipment
 - 4) Provide construction-staging plans, as appropriate, that coordinate with the overall construction phases.
 - 5) Perform constructability review.
 - 6) Specifications: Prepare Specifications to include the work specified in accordance with the following:

- a) Division 1 - Provide the following information for the Authority Standard Division 1 Specifications which will be prepared by Authority staff:
 - 1 - Information specifically related to Conditions and Precautions, Staging, Available Property, Temporary Structures, and other General Provision Requirements of the subject contract.
 - 2 - A list of the Contract Drawings.
 - 3 - A list of unit price items, where appropriate, with description and estimated quantities for each item.
- b) Technical Specifications
 - 1 - The Authority has prepared certain standard technical specifications, which will be made available in hard copy as requested by the Consultant. These standard technical specifications must be used by the Consultant and may not be altered or revised in any way. Since these standard Technical Specifications may contain materials and related procedures, which are not appropriate to the specific Contract being proposed, the contract drawings must clearly define the materials and scope of work. Division 1 of the Authority's specifications dealing with general provisions, includes the following language:

"In case of a conflict between a requirement of the Contract Drawings and a requirement in Division 1 of the Specifications, the requirement of Division 1 shall control. In case of a conflict between a requirement contained in other Divisions of the Specifications and a requirement of the Contract Drawings, the requirement of the Contract Drawings shall control."
 - 2 - Prepare any technical custom specifications, which are not available from the Authority as a technical standard specification. Any technical specifications prepared by the Consultant shall be in the same format as the Authority standard technical specifications and the Consultant shall make any changes therein requested by the Authority throughout its various reviews.

Generally, the standard specifications shall not be modified, and any project-specific variations or technical data shall be indicated with notes on the drawings.
 - 3 - Comply with the "Instructions to Consultants for Preparation of Port Authority Construction Contract Documents" which will be made available by the Authority upon commencement of work by the Consultant.
 - 4 - Other than hard copies of specifications prepared by the Consultant that are to be submitted to the Authority as noted herein, submit compact disc copies of said specifications. One disc copy shall contain the specifications in the format of the original word processing program used by the Consultant, and shall be labeled to clearly indicate the

contract title, the name of the word processing program used and the revision number of said program. Another disk copy of the software program shall be submitted in ASCII format.

- 5- Electronic versions of all files shall be made available thru the Authority's LiveLink program.

2. Architectural Requirements:

- a. An Authority Engineering Department representative will act as the Lead Engineer/Architect (LE/A) as defined by the Authority's Engineering Department Project Delivery Manual, provided by the Authority, to coordinate internal Authority processes and procedures.
- b. The Consultant shall be responsible for overall project and interdisciplinary coordination, as well as provide required and as-needed deliverables as outlined in Sections 6 and 7 of the Port Authority Engineering Department's Project Delivery Manual.
- c. The Chief Architect (or designee) shall be the Program Design Architect. Submit all design issues and solutions, through the LE/A, to the Program Design Architect for approval.
- d. Design shall include preparation of a code analysis to include life safety requirements, construction classification, occupancy group, use groups, and engineered analyses for special conditions.
- e. Provide roof expansion joints at existing building expansion joints locations. Provide general drawings series including site location and regional plans, index of drawings, general notes, specification notes and construction notes.
- f. Plans and part plans shall include, but are not limited to, roofs, curtain wall, Electrical and Communications rooms, roof hatches and access doors , roof drains, and appropriate notes and dimensions. Room names shall not be shown but must be coordinated with associated room numbers through a "room number and room key" that will be considered Confidential Privileged Information.
- g. Provide building cross sections to describe the work required by the documents
- h. Provide door, roof hatch and louver schedules and elevations
- i. Provide roof identity signs at various locations of the roof as determined by the Engineer
- j. Review submission comments with Authority staff as required, and incorporate comments as appropriate.
- k. Prepare sole source documentation for obtaining approved proprietary items as appropriate.
- l. Prepare construction staging plans, including temporary egress provisions during construction.

- m. Prepare Custom specifications as required.
- n. Incorporate Curtain Wall Testing Protocol provided by the Authority into the Bid Documents.
- o. Provide Construction Drawings, Specifications and Estimate (during Stage IV), based on Curtain Wall Test results and recommendations provided by the Authority, for curtain wall remediation work to be performed in Stage IV.

3. Electrical Requirements:

a. Stage III Services

- 1) Research record construction document, obtain available information on the existing electrical system installation pertaining to the subject project and review documents including Stage I report.
- 2) Conduct field surveys of the feeder sizes, disconnected switches, fire alarm devices etc. of the affected equipment.
- 3) Trace the electrical circuitry to the source related to HVAC and associated fire alarm devices, electronic, lighting and lightning systems those are to be removed, relocated and reinstalled.
- 4) Inspect and evaluate the condition of the electrical, electronic, lighting and lightning circuitry needed to be removed and relocated.
- 5) Verify that electrical, fire alarm devices, electronic, lighting and lightning system are in compliance with the applicable codes, standards and references.
- 6) Evaluate power distribution system to determine the availability of power for equipment required for the duration of roofing work.
- 7) Investigate the circuit associate with the equipment.
- 8) Survey any other system on the roof that might be affected by the roof replacement.
- 9) Provide Electrical Plans (HVAC, fire alarm devices, electronic, lighting and lightning) which include but are not limited to:
 - a) Single line diagram
 - b) Riser diagram
 - c) Showing removal and temporary location of the equipment
 - d) Temporary wiring diagram to the equipment in operation during the roofing workWiring diagram of the installed equipment.
- 10) Prepare cost estimate, specification list, and Custom specification if required.
- 11) Prepare a list of anticipated drawings.
- 12) Coordinate electrical system design with other disciplines.

- 13) Electrical design services associated with asbestos abatement are not included in the electrical scope of work and will be initiated upon request from environmental.
 - 14) Prepare construction documents in compliance with Authority standards including but not limited to contract drawings electrical calculations, construction cost estimate, list of standard specifications, C-specification if required.
- b. Stage IV Services
- 1) Review and approve or disapprove all working drawings, catalog cuts and samples for conformance with specifications and contract drawings within ten (10) working days
 - 2) Attend pre-construction meetings and provide an outline list of required contractor's submittals..
 - 3) Respond to Requests for Information (RFIs) during construction
 - 4) Upon completion of construction, modify the contract drawings to "As-Built" conditions and certify the same.
 - 5) Provide Electronic version of As-Built drawings (DWG and DWF format and compliant with Authority CAD standards) on CD.
 - 6) Make post award contract changes with detailed estimates and make site inspections as required for the changes.
4. Electronics Requirements:
- a. Review all available documents included or referenced herein as required to ensure a complete understanding of the project Scope of work.
 - b. Conduct detailed site surveys and field inspections of all areas required by the design and as impacted by the subject project to verify the capacity and condition of existing systems. Include in the survey a review of all associated equipment, supporting elements, and their existing field conditions. Conduct all necessary research and evaluations with respect to current capacity and identifiable future capacity of these systems. Include in this investigation impacts to existing systems at JFK.
 - c. Determine whether antennas are operating in full compliance with applicable FCC rules and regulations pertaining to radio frequency emissions (including but not limited to FCC Office of Engineering and Technology Bulletin 65); In addition confirm compliance with RF SAFETY NON-IONIZING RADIATION [NIR], which also comes under FCC rules, Subpart 1, Procedures for Implementation of the National Environmental Policy Act of 1969, in particular FCC §1.1307.
 - d. Provide support of temporary relocation and reinstallation of antennas, and navigational, security, and communication equipment located on the roofs during construction. Also, provide coordination support with individual user (owner) for their radio, electronics, and security devices and associated infrastructure on the roofs during roofing of the control tower with minimal interruption to business

operations served by these devices as acceptable to the customers of these devices as well as coordinated staging of the roof replacement methodology.

- e. Testing shall be done and coordinated with the Raytheon Corporation for Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Electromagnetic Fields, OET Bulletin #65. Edition, 97-01
- f. Confirm that warning labels, signs, protective barriers, and/or other safeguards are properly installed, that they are readable and/or functional, and, as may be appropriate, that updates have been accomplished as may be required under newer/updated FCC regulations
- g. In addition to site surveys, meet with the Authority/ Resident Engineer, at ~~and~~ JFK to verify and capture functional criteria of existing systems for the development of contract documents. Systems shall include:
 - 1) JFK Communications System
 - 2) Complete Structured Cabling System (SCS) including all Fiber and Copper Connectivity. Design SCS with respect to telephone and communications systems to provide both voice and data communications for personnel and equipment, public address, security monitoring and access control, fare collection system, BMS, CCTV and VMS.
 - 3) Security Access Control System
 - 4) Security Video Surveillance
- h. Conditions and major utilities that may affect the work shall be noted and identified in the package.
- i. Research codes and provide standards for design. Identify all applicable codes and standards of technical organizations and regulatory agencies and sustainable design components that govern the design of electronics security and radio systems and equipment.
- j. Prepare and provide sole source or sole brand documentation as needed to support specific devices and systems utilized by JFK within the project.
- k. Prepare and provide Plan drawings and system design specifications to ~~shall~~ include but not limited to:
 - 1) Single line diagrams and system one-line diagrams of all electronic systems (Radars, CCTV Cameras, and Radio Antenna systems etc.).
 - 2) Discipline specific plan view design drawings showing device locations, system scope and electronic equipment layouts for the substation.
 - 3) Permanent mounting methods for any equipment installed using gravity mounts or other convenient means.
 - 4) New equipment specifications as required by each system. Upgrade Authority specifications where required. New specifications shall follow the Authorities standard format.

- 5) Show in plan view all decommissioning/ removals/ temporary installations, and final design installations, of all electronic system equipment.
 - 6) Base the staging of electronics, security and radio antenna relocations on continuity of service and minimal outage based on concurrence from system owners.
 - 7) Electronic, security and radio antenna systems shall be restored to original performance.
 - 8) Coordinate work with all other disciplines to resolve potential issues.
 - 9) Prepare conduit and cable schedules.
 - 10) Prepare design calculations for required systems and select equipment to be utilized in design based on the Authority's Standards and Guidelines.
 - 11) Prepare design documentation, which includes any impacts to systems at JFK Control Tower.
 - 12) Prepare a construction cost estimate.
 - 13) Provide staging requirements and develop design options and recommendations.
 - 14) Conduct all inspections and tests necessary to ensure that both the Stage III and Stage IV Design Development package will be complete and meet the projects objectives.
 - 15) Provide electronic engineering support to assist prospective contractor inquiries.
- l. Based on the scope of services and the work involved, prepare a summary of all criteria to include:
 - 1) Critical design issues
 - 2) Applicable codes and standards
 - 3) Sustainable design components
 - 4) Assumptions for each of the systems used in the design.
 - m. Port Authority's standard technical specifications shall be used in the design.
 - n. In addition to the post award services identified in TASK H, provide the following:
 - 1) Construction Completion Notice- dated documents that identify portions of the work completed.
 - 2) Attend and witness Factory Hardware and Software acceptance systems testing, at a location agreed between the Contractor and the Authority. Review, and approve or disapprove all Contractor's Test Results and Submittals. Indicate any corrections and additions as required.
 - 3) Advise the Authority thereof giving the reasons for your decision. Make all required distributions through final approval. Include for one follow up Factory Test visit to address any outstanding issues from the original Factory Test.

- 4) Perform periodic inspections of the construction of each system, and maintain a punch list of open items.
 - 5) Attend and witness the final acceptance tests for each deployed system. The tests will take place at a location agreed between the Contractor and the Authority.
5. Mechanical Requirements:
- a. HVAC:
 - 1) Obtain and review record construction documents and perform field surveys to verify conditions and limitations for the replacement of the HVAC equipment.
 - 2) Provide design documents to temporarily disconnect, remove, store, reinstall and reconnect roof-mounted air-cooled condensing units.
 - 3) Prepare contract documents for the removal and replacement of each roof-mounted air cooled condensing unit and associated air handling unit refrigerant cooling coil, piping, controls, power wiring etc..
 - 4) Identify any Mechanical equipment that must remain in operation during construction. Where such equipment cannot remain in continuous operation due to construction activities, design the installation of equivalent temporary cooling, heating and ventilation systems.
 - 5) Prepare contract documents including but not limited to removal and installation layout drawings, staging drawings, legend, notes, abbreviation and symbol drawings, section drawings, equipment schedules and details for sited milestone submissions. Prepare custom specifications as required.
 - 6) Prepare contract documents for the removal and replacement of roof mounted fans and associated roof fan curbs as defined in the Stage I report..
 - 7) Prior to equipment removal, obtain the services of Testing and Balancing contractor (TAB) and test equipment to be removed and determine the equipments capacity. Submit the results of the test to the Engineer. Prepare construction cost estimates.
 - 8) Design equipment pads, supports and seismic restraints for piping, ductwork and equipment.
 - 9) Prepare control drawings and detailed sequence of operation of all newel installed HVAC equipment. Include control schematics and points to be controlled and monitored, including integration and interface with the existing building management system.
 - 10) Prepare sole source letter for the procurement and integration of the HVAC controls with the existing building management system.
 - 11) Perform equipment selections.
 - 12) Coordinate HVAC design with other disciplines.

13) Respond to request for information (RFI's) during the bid period.

b. Plumbing:

- 1) Analyze record documents, verify, and finalize plumbing demands, equipment sizing and selection.
- 2) Prepare load calculations and perform code review for all applicable plumbing systems and equipment under this Project.
- 3) Coordinate Plumbing systems design with future phases to avoid any conflicts and facilitate continuous operation of the facility.
- 4) Prepare and submit contract documents for technical coordination and review at 50%, 100% and at Final project completion. The documents shall include:
 - a) Verification of plumbing criteria and demands provided as a part of Stage I package. Provide necessary adjustments or corrections to design criteria
 - b) Catalog cuts for the selection of the plumbing equipment.
 - c) Contract Drawings including the installation plans, part plans, sections, equipment details, schedules and notes. Plans showing space requirements for plumbing equipment, including piping routing (with sizes) to serve these areas. Drawings (plans and section) shall provide roof drains only including manufacturers recommended maintenance clearances, dimensions.
 - d) Plumbing riser diagrams for all applicable systems including the floor-to-floor heights.

6. Structural Requirements:

- a. Design Calculations and Drawings: Submit complete design computations and design drawings covering all structural framing and supports.
- b. Calculations shall clearly distinguish between new and existing construction. Documents from which dimensions and member properties were obtained shall be referenced in the calculations.
- c. All engineering calculation sheets shall be numbered, dated, and indexed. The index sheets shall define the total number of the sheets submitted and shall bear the seal and signature of an experienced engineer holding a Professional Engineer's license in the State of New York and who is familiar with and responsible for the design.
- d. If computations are submitted in computer print-out form, furnish:
 - 1) Description and proof of adequacy of the program. The description of each program shall include:
 - a) type of problems solved by the program;
 - b) nature and extent of the analysis;
 - c) assumptions made in the program; and

- d) instructions for interpreting the computer output format.
- 2) The design criteria used and the diagrams showing the loading conditions and loading combinations, as well as the design constants and equations used, including all references.
- 3) Indexed and clearly identified input and output sheets for the entire structure or for those portions of the structure, which will be sufficient to enable the Authority to evaluate the structure.
- 4) A clear diagram of all member forces (axial, shear, bending or other forces, as appropriate) for each loading condition controlling the design.
- e. Contract documents shall provide information to the contractor which include, but not limited to:
 - 1) Plans, Elevations, Sections and Details of known existing conditions, removal and new construction;
 - 2) Plans, Elevations, Sections and Details for steel columns, beams, bracings;
 - 3) Sizes of steel members;
 - 4) Miscellaneous items including but not limited to stair landings and stringers, roof top equipment supports and openings, utility supports, etc.;
- 7. Civil Requirements:
 - a. Construction staging, maintenance and protection of airside movement schemes shall be developed to minimize airside impacts during construction.
 - b. Equipment placed in Aeronautical Operation Areas (AOA) asphalt pavements shall be checked to satisfy Port Authority requirements and Federal Aviation Administration (FAA) pavement requirements.
 - c. Comply with Port Authority Requirements for cranes and derricks and Airport Operations and conditions.
 - d. Design contract documents for installation of airfield pavement markings shall be done in accordance with latest publications of (FAA) AC 150/5300 and AC 150/5340.
 - e. Active coordination with JFK Airside Operations Department is required during Stage III design process.
- 8. Sustainable Design Requirements:
 - a. Stage III – Final Design
 - 1) Review the project Stage I Report.
 - 2) Develop and submit a draft Sustainable Building Guidelines (SBG) Sustainable Design Implementation plan. Include a comprehensive credit achievement-tracking sheet to be used for continuous tracking of credit compliance. The tracking sheet will assign responsibility, identify critical dates, deliverables, and actions associated with all targeted credits. Incorporate Authority comments and resubmit as Final.

- 3) Organize and lead a sustainable design phase kick-off meeting(s) to coordinate responsibilities and to ensure current and future documentation is coordinated with Contract drawings and specifications to demonstrate compliance with SBG during design.
 - 4) Prepare and submit a 50% Sustainable Design Report detailing compliance with each credit and incorporate PA comments.
 - 5) Prepare and submit a 100% Sustainable Design Final Report detailing compliance with each credit and incorporate PA comments.
- b. Stage IV – Post Award
- 1) Organize and lead a sustainable design construction phase kick off meeting(s) to coordinate responsibilities among all involved parties (contractors, consultants, facilities personnel) and to ensure current and future documentation is properly managed and maintained.
 - 2) Review contractor submittals, as required, to ensure SBG criteria are met. Provide guidance on products and strategies chosen to meet credit requirements.
 - 3) Coordinate and direct the execution and documentation of the sustainable design credits during construction.
 - 4) Respond to contractors and sub-contractors questions as needed regarding credit compliance and provide answers to RFIs, as necessary.
 - 5) Coordinate/assist implementation of building commissioning, as necessary.

Prepare and submit Quarterly Sustainable Design Update Reports throughout construction phase. These reports will include, at a minimum, site inspection documentation as well as waste and materials tracking logs. The final Quarterly Sustainable Design Report will contain the culmination of construction phase documentation required to satisfy SBG .

TASK G. COST ESTIMATE AND CONSTRUCTION SCHEDULE

Prepare a Construction Cost Estimate based on the final Contract Drawings and Specifications and in accordance with the Authority's "Construction Estimating Guide". Provide an estimate of the time required to complete construction, as well as an estimate of delivery time for all long lead- time items.

Construction schedule shall include but not be limited to:

1. Stockpile and Delivery/Haul Route plans showing contractor lay down area and routing to and from the construction site for deliveries and removals, respectively.
2. Construction Staging plans that coordinate overall with the construction phases as shown on all discipline's contract drawings.
3. Present the Construction Schedule in bar chart form using days, weeks or months as appropriate for the unit of time.

TASK H. POST-AWARD DUTIES

Post award services shall be performed for all involved disciplines and shall generally consist of the following:

1. Submit specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the performance of Post Award Duties specified hereunder.
2. Review, and approve or disapprove all working drawings, catalog cuts, samples, factory test reports, and field test results for conformance with the Specifications and Contract Drawings within ten (10) working days after receipt of said articles from the Contractor, for those articles for which you are Engineer-of-Record. Indicate any corrections and additions as required. Advise the Authority thereof giving the reasons for your decisions. Make all required distributions through final approval. Six copies of each working drawing will be required.
3. In addition to any on-site observations required as the Engineer-of-Record, attend, at the request of the Authority, two pre-construction meetings and bi-weekly field meetings during the construction period.
4. At the first pre-construction meeting, submit an outline list of required contractor's submittals to include but not be limited to, working drawings, catalog cuts, samples, certificates and test reports.
5. Evaluate alternative construction details and materials, as requested by the Authority.
6. Make post-award contract changes with detailed estimates, as well as site inspections as required for the changes.
7. Respond to Request for Information (RFI's) from contractors .
8. Prepare and deliver detailed systems Operation and Maintenance (O&M) Manuals for all substation equipment that requires maintenance as per Specification 16001.
9. Prepare and deliver detailed systems Operations and Maintenance (O&M) Manuals for all Mechanical systems.
10. In addition to the post award services identified in TASK H, provide the following for electronics systems:
 - a. Construction Completion Notice- dated documents that identify portions of the work completed.
 - b. Attend and witness Factory Hardware and Software acceptance systems testing, at a location agreed between the Contractor and the Authority. Review, and approve or disapprove all Contractor's Test Results and Submittals. Indicate any corrections and additions as required.
 - c. Advise the Authority thereof giving the reasons for your decision. Make all required distributions through final approval. Include for one follow up Factory Test visit to address any outstanding issues from the original Factory Test.
 - d. Perform periodic inspections of the construction of each system, and maintain a punch list of open items.

- e. Attend and witness the final acceptance tests for each deployed system. The tests will take place at a location agreed between the Contractor and the Authority.

Compensation for the evaluations and changes referred to in paragraphs 6 above shall be computed in accordance with the paragraphs of the Agreement relating to compensation and shall not be charged against the estimated cost, provided that none of these items result from non-compensable work.

IV. **SCHEDULE AND SUBMISSIONS**

Submit the work identified above for review by the Chief Engineer within the number of calendar days stipulated below after receipt of authorization from the Authority to proceed with performance of the stipulated task(s). Schedule may be adjusted, as needed.

- A. The Contents of Deliverables shall be determined to be Unmarked, Confidential, or Confidential and Privileged prior to any deliverables. Each category shall be handled according to security policy.
- B. Execution Plan for how information will be exchanged, reviewed, and coordinated, and to identify roles and responsibilities of the project within **14** calendar days of proposal award.
- C. Five sets of completed field inspection reporting forms within **21** calendar days. Authority comments will be forwarded to you within **14** calendar days after receipt of said submission. Incorporated Authority's comments as appropriated, and submit as final within **5** calendar days.
- D. Design criteria summary within **30** calendar days. Authority comments will be forwarded to you within **14** calendar days after receipt of said submission. Incorporated Authority's comments as appropriated, and submit as final within **7** calendar days.
- E. Specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the final design and the preparation of Contract Drawings and Specifications specified herein within **30** calendar days.
- F. Thirty half size sets of collated and stapled prints and one electronic copy (AutoCAD DWG files, PDF and DWF formats for CAD) of 50% complete Contract Drawings, List of Standard Specifications and draft of Custom Specifications, Design Calculations and information required for Division 1 of the Specifications, and a 50% Construction Cost Estimate within **140** calendar days. Authority comments will be forwarded to you within **14** calendar days after receipt of said submission. The following items shall be included, but are not limited to, for each discipline:
 - 1. Architectural:
 - a. Developed roof and MEP roof background plans
 - b. Developed roof, coping and parapet sections and details
 - c. Door, hatch and louver schedules
 - d. Roof Signage

- e. Staging and Phasing plans and drawings
 - f. Developed site plan
 - g. Wall penetration sealant details
 - h. Skylight flashing/sealant details
 - i. List of drawings, general and code notes
 - j. Code Analysis
 - k. 50% complete Contract Drawings, reproducible masters of Technical Specifications, Design Calculations, and a 50% Construction Cost Estimate for curtain wall remediation within **90** days after receipt of Curtain Wall Testing Report. Authority comments will be forwarded to you within **14** calendar days after receipt of said submission.
2. Electrical:
- a. Diagram (One line diagram, Riser diagram, Fire Alarm Riser diagram)
 - b. Plans (Equipment layout, power plan, lighting plan, lightning plan, Fire Alarm Devices, etc. and details for electrical system installation.
 - c. Removal and relocation Plan
 - d. Staging Plan
3. Electronics:
- a. General sheets with complete index of drawings, applicable general notes, legends and a listing of manufacturers.
 - b. System Layouts and Plans for each stage of construction for each electronic, security, or radio antenna component based on user allowable downtime and service continuity. Key plans must be shown on all plan drawings, identifying the area represented on the part plan.
 - c. Removals/ reinstallation and relocation plans.
 - d. Plan and Riser diagrams coordinated with other disciplines for completeness
 - e. Elevations and mounting details.
 - f. Schedules.
 - g. Develop construction cost estimates for all submissions including pre-mylar and final delivery.
 - h. Provide staging requirements.
 - i. Prepare design calculations.
 - j. Constructability Review – Evaluation of feasibility of design that may include narratives, drawings and/ or reports.
4. Mechanical:

- a. The following HVAC drawings and documents shall be at least 50% completion:
 - 1) Staging requirements
 - 2) Removals drawings
 - 3) HVAC equipment layout including floor plans, sections and details.
 - 4) Control and operation requirements
 - 5) Equipment schedules
- b. The following Plumbing drawings and documents shall be at least 50% completion:
 - 1) Staging requirements
 - 2) Removal drawings
 - 3) Plumbing equipment layout including floor plans, sections and details.
 - 4) Equipment schedules
- 5. Structural:
 - a. Existing roof modification plans as required to support new HVAC units
 - b. Design calculation
- 6. Civil
 - Construction staging plans
- G. Thirty half size sets of collated and stapled prints and one electronic copy (AutoCAD DWG files, PDF and DWF formats for CAD Standards Review Report) of 100% complete (PA Wide Review) Contract Drawings, reproducible masters of Technical Specifications including Standard and Custom Specifications and appendices, 100% complete Design Calculations signed and sealed by a licensed Professional Engineer, and a 100% Construction Cost Estimate within 259 calendar days. Authority comments will be forwarded to you within 21 calendar days after receipt of said submission. The following items shall be included, but are not limited to, for each discipline:
 - 1. Architectural:
 - a. Plans
 - b. Sections
 - c. Elevations
 - d. Details
 - e. Roof Signage and locations.
 - f. Door, hatch and louver schedules
 - g. List of drawings, general and code notes
 - h. Staging drawings

- i. 100% complete Contract Drawings, reproducible masters of Technical Specifications, Design Calculations, and a 100% Construction Cost Estimate for curtain wall remediation within **150** days after receipt of Curtain Wall Testing Report. Authority comments will be forwarded to you within **14** calendar days after receipt of said submission.
2. Electrical:
 - a. Incorporate Authority review comments to 50% submission.
 - b. Final diagrams
 - c. Final plans and details for electrical system installation
 - d. Final submission shall incorporate Authority review comments to 100% submission and include but not limited to contract drawings (signed and sealed by Mylar), electrical calculations, specifications, construction cost estimate and letter confirming QA/QC procedure.
 3. Electronics:

Include all elements listed for the 50% Submission in addition to the following:

 - a. Incorporate the Authority's review comments for 50% review submission and include all work/ documents for other remaining electronics works in detail. The consultant shall assume a minimum of (4) Four meetings/ presentations at the Authority's offices to present their findings.
 - b. Provide requirements for post-installation commissioning, testing and adjustment of the installed systems to ensure that the systems functionality meets performance criteria. Requirements shall also include procedures to document system testing.
 4. Mechanical:
 - a. The following HVAC drawings and documents shall be 100% complete:
 - 1) Staging requirements
 - 2) Removals drawings
 - 3) Finalized HVAC design drawings including floor plans, part plans, sections and details.
 - 4) Control and operational requirements
 - 5) Schedules
 - 6) Testing and balancing report
 - 7) Sole source letter
 - b. The following Plumbing drawings and documents shall be 100% complete:
 - 1) Staging requirements
 - 2) Removals drawings

- 3) Finalized plumbing design drawings including floor plans, part plans, sections and details
- 4) Schedules
- 5. Structural:
 - a. Existing roof modification plans as required to support new HVAC units
 - b. Details and elevations
 - c. Existing steel member reinforcement details if required
 - d. 100% Design calculation
- 6. Civil:
 - Construction staging plans
- H. Thirty half size sets of collated and stapled prints, one electronic copy (AutoCAD DWG files, PDF and DWF formats), and one full size signed and sealed mylar set of Final Contract Drawings, reproducible masters of the Final Technical Specifications, Final Design Calculations signed and sealed by a licensed Professional Engineer, and a Final Construction Cost Estimate within **365** calendar days.
- I. Letter to the Engineer certifying your compliance with the Quality Control/Quality Assurance Program established by you for the preparation of Contract Documents as required herein within **365** calendar days.
- J. Specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the performance of your Post Award Duties specified hereunder within **365** calendar days.
- K. Thirty half size sets of collated and stapled prints, one electronic copy (AutoCAD DWG files, PDF and DWF formats), and one full size signed and sealed mylar set of Final Contract Drawings, reproducible masters of the Final Technical Specifications, Final Design Calculations signed and sealed by a licensed Professional Engineer, and a Final Construction Cost Estimate for curtain wall remediation within **180** days after receipt of Curtain Wall Testing Report.
- L. Letter to the Engineer certifying your compliance with the Quality Control/Quality Assurance Program established by you for the preparation of the Curtain Wall Remediation Contract Documents as required herein within **180** calendar days.
- M. Specific Quality Control/Quality Assurance Program for the professional services to be performed in connection with the performance of your Curtain Wall Remediation Post Award Duties specified hereunder within **180** calendar days

SUBMISSIONS SCHEDULE:

STAGE III SUBMISSIONS	CALENDER DAYS
1. Execution Plan, Roles and Responsibilities	14 days from Kick-Off

2. Field Inspection Reporting.	21 days from Kick-Off
3. Review comments provided	14 days
4. Incorporate Comments	5 days
5. Design Criteria Summary	30 days
6. Review comments provided	14 days
7. Incorporate Comments	7 days
8. Quality Control/ Quality Assurance Program	30 days from Kick-Off
9. 50% Submission	140 days from Kick-Off
10. Review comments provided	14 days
11. 100% Submission (PA Wide)	259 days from Kick-Off
12. Review comments provided	21 days
13. Final Submission	365 days from Kick-Off
14. QA / QC letter	365 days from Kick-Off
15. Stage IV QA/ QC Assurance Program	365 days from Kick-Off
STAGE IV SUBMISSIONS (CURTAIN WALL)	CALENDER DAYS From receipt of Curtain Wall Testing Report
1. 50 % Submission	90 days
2. Review Comments Provided	14 days (from Submission)
3. 100% Submission	150 days
4. Review Comments Provided	14 days (from Submission)
5. Final Submission	180 days
6. QA / QC letter	180 days
7. Stage IV QA/ QC Assurance Program	180 days

V. ADDITIONAL INFORMATION FOR THE PREPARATION OF CONTRACT DOCUMENTS AND CONSTRUCTION COST ESTIMATES

- A. Prepare all Contract Drawings on standard size, 22 inches by 34 inches, Mylar tracings. Scales shall be graphical rather than numerical. Drawing requirements shall comply with the Authority CAD & BIM Standards, latest version. The Authority maintains a set of CAD Standards, which are available on the web at <http://www.panynj-cadstandards.com>.
- B. Meet with Authority staff and incorporate Authority comments after submittals.

- C. The following additional services shall be provided as part of this Agreement:
1. Answer questions asked of the Authority staff by bidders during the bid period.
 2. Prepare Contract addenda including Contract Drawing revisions and engineering calculations, as necessary or as requested by the Chief Engineer, for Authority approval and issuance by the Authority. Furnish originals for final printing.
 3. Conform Technical Specifications and Contract Drawings to addenda when directed by the Chief Engineer after award of the Contract.
1. Upon request, assist Authority staff with Preparation of information for Bidders, Form of Contract, Division 1 of the Specifications and the Analysis of Bid and Contract Progress Schedule;
 2. Review with, and transmit comments from, various Authority Departments to the consultant for incorporation by it into the Contract Documents; and
 3. Review of addenda with and obtain approval of various Authority Departments.

VI. INFORMATION AND MATERIALS PROVIDED BY THE AUTHORITY

The Authority will make available for the Consultant's information certain documents specified below. The documents specified in Section A, below were not prepared for the subject work. The Authority makes no representation or guarantee as to, and shall not be responsible for, the accuracy, completeness or pertinence of these documents and, in addition, shall not be responsible for conclusions drawn there from. The documents are made available to the Consultant merely for the purpose of providing the Consultant with such information as is in the possession of the Authority, whether or not such information may be accurate, complete or pertinent, or of any value to the Consultant. The documents specified under Section B, below were prepared for the subject work, or for other purposes, and form a part of this Agreement.

Said documents are as follows:

A. AVAILABLE DOCUMENTS

1. Authority Engineering Department's Engineering/Architecture Design Division CAD Standards
2. Authority Sustainable Building Guidelines (August 15, 2007)
3. Authority Engineering Department's Engineering/Architecture Design Division Requirements for Cranes and Derricks and Airport Operations and Conditions
4. Authority Engineering Department's Project Delivery Manual (August 19, 2013)
5. Authority Construction Estimating Guide (2010)
6. Authority CCTV Standards – Authority Technology Services Department (2011)
7. Authority Corporate Graphic Standards (2010)

B. REFERENCE DOCUMENTS

1. John F. Kennedy International Airport Control Tower Roofs, Window walls, MEP Systems & Roof Electronics Devices Stage I Report, volumes A and B dated June 18, 2014. Volume B is Confidential Information (CI) so bidders must comply with the requirements of the Authority Information Security Handbook (see section VII.E.2.d below.)
2. JFK Control Tower 6/5/2014 Site Visit – Observations Memo, dated 6/10/2014
3. Curtain Wall Testing Protocol
4. Stage I CAD files including Architectural, and MEP disciplines.

VII. CONDITIONS AND PRECAUTIONS

A. General

Immediately inform the Authority of any unsafe condition discovered at any time during the course of this work.

Vehicular traffic on site shall always have priority over any and all of the Consultant's operations

B. Work Areas

Limit inspection work to the areas necessary for the performance of such inspection and shall not interfere with the operation of the facility without first obtaining specific approval from the Authority.

During all periods of time when not performing operations at the work site, store all equipment being used for the inspection in areas designated by the Authority and provide all security required for such equipment.

Do not permit any objects or pieces of equipment to lie unattended on roofsidewalks, roadways or structures at any time.

C. Work Hours

Perform inspection work at the existing Control Tower between the hours of 10:00 A.M. and 2:00 P.M., Monday through Friday, unless otherwise directed by the Authority.

In any case, 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.

D. Field Services

The Consultant performing field services hereunder shall, at a minimum:

1. have SWAC clearance;
2. have up-to-date training in roofing safety and shall apply and utilize their own Personal Protective Equipment (PPE)
3. wear safety shoes, hardhat, safety glasses and a reflective vest.

JFK personnel will escort the Consultant in the performance of its field services.

E. Security Requirements

1. High Security Areas:

- a. Services may be required in high security areas designated by the Authority from time to time. JFK Operations shall require the observance of certain security procedures with respect to the high security areas, which may include the escort of Consultant's or any sub-consultant's personnel required to work therein to, at, and/or from said high security areas by security personnel designated by JFK
 - b. Notify the Authority 24-hours prior to the performance of any fieldwork in a designated high security area. The Consultant shall conform to the procedures as may be established by JFK Operations from time to time and at any time for access to high security areas and the escorting of personnel hereunder. Prior to the start of work, the Consultant shall request a description of the current security requirements from JFK Operations of the high security areas, which will be in effect on the commencement date. The description of high security areas may be changed, from time to time and at any given time by the Authority, during the term of the Agreement.
2. JFK has the responsibility of ensuring safe, reliable and secure transportation facilities, systems, and projects to maintain the well-being and economic competitiveness of the region. Therefore, JFK reserves the right to deny access to certain documents, sensitive security construction sites and facilities (including rental spaces) to any person that declines to abide by Authority or JFK security procedures and protocols, any person with a criminal record with respect to certain crimes or who may otherwise pose a threat to the construction site or facility security. The Authority and JFK reserve the right to impose multiple layers of security requirements on the Consultant, its staff and subconsultants and their staffs depending upon the level of security required, or may make any amendments with respect to such requirements as determined by the Authority and/or JFK.

These security requirements may include but are not limited to the following:

a. Consultant/Subconsultant identity checks and background screening:

JFK Operations and the Authority's designated background screening provider may require inspection of not less than two forms of valid/current government issued identification (at least one having an official photograph) to verify staff's name and residence; screening federal, state, and/or local criminal justice agency information databases and files; screening of any terrorist identification files; access identification to include some form of biometric security methodology such as fingerprint, facial or iris scanning, or the like.

The Consultant may be required to have its staff, and any subconsultant's staff, material-men, visitors or others over whom the Consultant/subconsultant has control, authorize the Authority or its designee to perform background checks, and a personal identity verification

check. Such authorization shall be in a form acceptable to the Authority and/or JFK. The Consultant and subconsultants may also be required to use an organization designated by the Authority and/or JFK to perform the background checks.

As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Authority-approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation (such as the Transportation Worker Identification Credential for personnel performing in secure areas at Maritime facilities). Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers can be found at <http://www.secureworker.com>, or S.W.A.C. may be contacted directly at (877) 522-7922 for more information and the latest pricing. The cost for said background checks for staff that pass and are granted a credential shall be reimbursable to the Consultant (and its subconsultants) as an out-of-pocket expense as provided herein. Staff that are rejected for a credential for any reason are not reimbursable.

b. Issuance of Photo Identification Credential:

No person will be permitted on or about an Authority or JFK construction site or facility (including rental spaces) without a facility-specific photo identification credential approved by the Authority and/or JFK. If the Authority requires facility-specific identification credential for the Consultant and the subconsultant's staff, the Authority and/or JFK will supply such identification at no cost to the Consultant or its subconsultants. Such facility-specific identification credential shall remain the property of the Authority and/or JFK and shall be returned to the Authority and/or JFK at the completion or upon request prior to completion of the individual's assignment at the specific facility. It is the responsibility of the appropriate Consultant or subconsultant to immediately report to the Authority and/or JFK the loss of any staff member's individual facility-specific identification credential. The Consultant or subconsultant will be billed for the cost of the replacement identification credential. Consultant and subconsultant's staff shall display identification badges in a conspicuous and clearly visible manner, when entering, working or leaving an Authority or JFK construction site or facility.

Employees may be required to produce not less than two forms of valid/current government-issued identification having an official photograph and an original, unlaminated social security card for identify and SSN verification. Where applicable, for sensitive security construction sites or facilities, successful completion of the application, screening and identify verification for all employees of the Consultant and subconsultants shall be completed prior to being provided a S.W.A.C. ID Photo Identification credential.

c. Access control, inspection, and monitoring by security guards:

The Authority may provide for Authority and/or JFK construction site or facility (including rental spaces) access control, inspection and monitoring by Port Authority Police, Authority or JFK retained contractor security guards. However, this provision shall not relieve the Consultant of its responsibility to secure its equipment and work and that of its subconsultant and service suppliers at the Authority or JFK construction site or facility (including rental spaces). In addition, the Consultant, subconsultant or service provider are not permitted to take photographs, digital images, electronic copying and/or electronic transmission or video recordings or make sketches on any other medium at the Authority or JFK construction sites or facilities (including rental spaces), except when necessary to perform the Work under this Agreement, without prior written permission from the Authority or JFK. Upon request, any photograph, digital images, video recording or sketches made of the Authority's construction site or facility shall be submitted to the Authority to determine compliance with this paragraph, which submission shall be conclusive and binding on the submitting entity.

d. Compliance with the Authority Information Security Handbook:

The Agreement may require access to Authority or JFK information considered Confidential Information ("CI") as defined in the Port Authority Information Security Handbook ("Handbook"), dated June 15, 2012, revised as of June 27, 2013, and as may be further amended. The Handbook and its requirements are hereby incorporated into this Agreement and will govern the possession, distribution and use of CI if at any point during the lifecycle of the project or solicitation it becomes necessary for the Consultant to have access to CI. Protecting sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Authority or when released by the Authority to outside entities. The following is an outline of some of the procedures, obligations and directives contained in the Handbook:

- 1) require that the Consultant and subconsultants, when appropriate, sign Non-Disclosure Agreements (NDA), or an Acknowledgment of an existing NDA, provided by the Authority as a condition of being granted access to CI categorized and protected as per the Handbook;
- 2) require that individuals needing access to CI be required to undergo a background check, pursuant to the process and requirements noted in § 3.2 of the Handbook.
- 3) require Consultants and commercial enterprises to attend training to ensure security awareness regarding Authority and JFK information;
- 4) specific guidelines and requirements for the handling of CI to ensure that the storage and protection of CI;
- 5) restrictions on the transfer, shipping, and mailing of CI;

- 6) prohibitions on the publication, posting, modifying, copying, reproducing, republishing, uploading, transmitting, or distributing CI on websites or web pages. This may also include restricting persons, who either have not passed a pre-screening background check, or who have not been granted access to CI, from viewing such information;
 - 7) require that CI be destroyed using certain methods, measures or technology pursuant to the requirements set forth in the Handbook;
 - 8) require the Consultant to mandate that each of its subconsultants maintain the same levels of security required of the Consultant under any Authority awarded contract.
 - 9) prohibit the publication, exchange or dissemination of CI developed from the project or contained in reports, except between Consultants and subconsultants, without prior approval of the Authority;
 - 10) require that CI only be reproduced or copied pursuant to the requirements set forth in the Handbook.
 - 11) The Engineering Department CIPP Handbook shall be used as a supplement to the Security Handbook.
 - 12) The Contents of Deliverables shall be determined to be Unmarked, Confidential, or C&P prior to any deliverables. Each category shall be handled according to security policy.
- e. Audits for Compliance with Security Requirements:

The Authority and/or JFK may conduct random or scheduled examinations of business practices under this section entitled “NOTIFICATION OF SECURITY REQUIREMENTS” and the Handbook in order to assess the extent of compliance with security requirements, CI procedures, protocols and practices, which may include, but not be limited to, verification of background check status, confirmation of completion of specified training, and/or a site visit to view material storage locations and protocols. The Consultant shall take steps necessary to ensure the safety of its staff and conduct its activities to not interfere with operations of Control Tower.

VIII. COMMERCIAL GENERAL LIABILITY INSURANCE AND WORKERS' COMPENSATION INSURANCE PROCURED BY CONSULTANT

A. Commercial Liability Insurance:

1. The Consultant shall take out and maintain at his own expense Commercial General Liability Insurance including but not limited to Premises-Operations, Completed Operations and Independent Contractor coverages in limits of not less than \$10,000,000 combined single limit per occurrence for Bodily Injury Liability and Property Damage Liability. And if vehicles are to be used to carry out the performance of this contract, then the Consultant shall also take out, maintain and pay the premiums on Automobile Liability Insurance covering all owned, non-owned and hired autos in not less than \$10,000,000 combined single limit per accident for bodily injury and property damage. Any/all activities performed

airside must, at all times, be performed while under escort as approved in advance, and in writing by the Project Manager. If at any time, the Consultant is directed to perform services airside in the absence of an approved escort, the Commercial General Liability Insurance and Automobile Liability Insurance provided by the Consultant must contain limits of not less than \$25,000,000 combined single limit per occurrence as provided in item 2) (a) below. In addition, the liability policies (other than Professional Liability) shall include the "Port Authority of NY & NJ and its wholly owned entities" as additional insured and shall contain an endorsement that the policies may not be canceled, terminated or modified without thirty (30) days written advance notice to the Project Manager as noted below. Moreover, the Commercial General Liability policy shall not contain any provisions (other than a Professional Liability exclusion, if any) for exclusions from liability other than provisions or exclusions from liability forming part of the most up to date ISO form or its equivalent, unendorsed Commercial General Liability Policy. The liability policy(ies) and certificate of insurance shall contain cross-liability language providing severability of interests so that coverage will respond as if separate policies were in force for each insured. Furthermore, the Contractor's insurance shall be primary insurance as respects to the above additional insured(s), its representatives, officials, and employees. Any insurance or self-insurance maintained by the above additional insured(s) shall not contribute to any loss or claim. These insurance requirements shall be in effect for the duration of the contract to include any warrantee/guarantee period.

Further, the certificate of insurance and the liability policy(ies) shall be specifically endorsed that "The insurance carrier(s) shall not, without obtaining the express advance permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the Tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority".

2. Additional Coverages: The Consultant shall have the policy endorsed when required by the Engineer for specific services hereunder and include the additional premium cost thereof as an out-of-pocket expense:
 - a. If the services of the Consultant, as directed by the Authority, require the performance of services airside, the Commercial General Liability and Automobile Liability coverage limits stipulated in subparagraph 1, above, shall be increased to an amount not less than \$25,000,000 per occurrence as provided herein.
 - b. Endorsement to eliminate any exclusions applying to the underground property, explosion and collapse hazards
 - c. Endorsement to eliminate any exclusions on account of ownership, maintenance, operation, use, loading or unloading of watercraft
 - d. Coverage for work within 50 feet of railroad

B. Workers' Compensation Insurance:

1. The Consultant shall take out and maintain Workers' Compensation Insurance in accordance with the requirements of law and Employer's Liability Insurance with limits of not less than \$1,000,000 each accident. A waiver of subrogation in favor of the Authority and its wholly owned entities, as allowed by law, shall be included.
2. Additional Coverages: The Consultant shall have the policy endorsed when required by the Engineer for specific services hereunder and include the additional premium cost thereof as an out-of-pocket expense:
 - a. United States Longshoremen's and Harbor Workers' Compensation Act Endorsement
 - b. Coverage B Endorsement - Maritime (Masters or Members of the Crew of Vessels), in limits of not less than \$1,000,000 per occurrence
 - c. Amendments to Coverage B, Federal Employers' Liability Act in limits of not less than \$1,000,000 per occurrence

C. Professional Liability Insurance:

Not less than \$10 million each occurrence, covering acts, errors, mistakes, and omissions arising out of the work or services performed by Consultant, or any person employed by Consultant. All endorsements and exclusions shall be evidenced on the certificate of insurance. The coverage shall be written on an occurrence form or may be written on a claims-made basis with a minimum of a three-year reporting/discovery period.

D. Compliance:

Prior to commencement of work at the site, the Consultant shall deliver a certificate from its insurer evidencing policies of the above insurance stating the title of this Agreement, the P. A. Agreement number and containing a separate express statement of compliance with each of the requirements above set forth, via e-mail to the Project Manager.

1. Renewal certificates of insurance or policies shall be delivered to the Facility Contractor Administrator, Port Authority at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Management must approve the renewal certificate(s) of insurance before work can resume on the facility. If at any time any of the certificates or policies shall become unsatisfactory to the Port Authority, the Contractor shall promptly obtain a new and satisfactory certificate and policy.
2. If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as above required, then, if the Manager shall so direct, the Contractor shall suspend performance of the contract at the premises. If the contract is so suspended, no extension of time shall be due on account thereof. If the contract is not suspended (whether or not because of omission of the Manager to order suspension), then the Authority may, at its option, obtain insurance affording coverage equal to the above required, the cost of such insurance to be payable by the Contractor to the Port Authority.

3. Upon request of the Manager, Risk Management/Treasury, the Consultant shall furnish to the Authority a certified copy of each policy itself, including the provisions establishing premiums.
4. The requirements for insurance procured by the Consultant shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Consultant under this contract. The insurance requirements are not a representation by the Authority as to the adequacy of the insurance to protect the Consultant against the obligations imposed on them by law or by this or any other Contract.

The Authority may at any time during the term of this agreement change or modify the limits and coverages of insurance. Should the modification or change results in an additional premium, The General Manager, Risk Management for the Port Authority may consider such cost as an out-of-pocket expense.

* * *

ATTACHMENT B

PROJECT: RFQ #41208 JFK INTERNATIONAL AIRPORT- REPLACEMENT of AIR TRAFFIC CONTROL TOWER ROOFS AND RELATED EQUIPMENT

AGREEMENT ON TERMS OF DISCUSSION

The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification, ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion ("Agreement"), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent. The foregoing applies to any information, whether or not given at the invitation of the Authority.

Notwithstanding the above, and without assuming any legal obligation, the Port Authority will employ reasonable efforts, subject to the provisions of the Port Authority revised Freedom of Information Policy adopted by the Port Authority's Board of Commissioners on October 22, 2014, or as may be amended, which may be found on the Port Authority website at: http://www.panynj.gov/corporate-information/pdf/board_minutes_102214.pdf, not to disclose to any competitor of the undersigned, information submitted which are trade secrets or is maintained for the regulation or supervision of commercial enterprise which, if disclosed, would cause injury to the competitive position of the enterprise, and which information is identified by the Proposer as proprietary, as more fully set forth in the FOI Policy, which may be disclosed by the undersigned to the Port Authority as part of or in connection with the submission of a proposal.

(Company)

(Signature)

(Title)

(Date)

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DO NOT RETYPE.

ATTACHMENT C

COMPANY PROFILE

**REQUEST FOR QUALIFICATIONS
JFK INTERNATIONAL AIRPORT- REPLACEMENT OF AIR TRAFFIC CONTROL
TOWER ROOFS AND REPLATED EQUIPMENT**

(RFQ #41208)

1. Company Name (print or type):

2. Business Address (to receive mail for this RFQ):

3. Business Telephone Number: _____

4. Business Fax Number: _____

5. Firm website: _____

6. Federal Employer Identification Number (EIN): _____

7. Date (MM/DD/YYYY) Firm was Established: ____/____/____

8. Name, Address and EIN of Affiliates or Subsidiaries (use a separate sheet if necessary):

9. Officer or Principal of Firm and Title:

10. Name, telephone number, and email address of contact for questions:

11. Is your firm certified by the Authority as a Disadvantaged Business Enterprise (DBE)? Yes No

If yes, please attach **Port Authority** certification as a part of this profile.

If your firm is an DBE not currently certified by the Authority, see the Authority's web site – <http://www.panynj.gov/business-opportunities/supplier-diversity.html>, to receive information and apply for certification.