

# **THE PORT AUTHORITY OF NY & NJ**

## **REQUEST TO QUALIFY (“RTQ”)**

### **FOR**

## **CONTRACT LGA-124.207 - LAGUARDIA AIRPORT – DESIGN AND CONSTRUCTION OF THE WEST PARKING GARAGE**

**SEPTEMBER 2013**

### **I. INTRODUCTION:**

The Port Authority of New York & New Jersey (the “Port Authority” or the “Authority”) is a body corporate and politic created by interstate compact between the States of New York and New Jersey with the consent of the Congress of the United States. The Port Authority, together with its wholly-owned subsidiaries, provides the region with integrated transportation and trade services and operates facilities in connection therewith, including, but not limited to, five major regional airports, interstate traffic through four bridges and two tunnels, a bus terminal, a bus station, the PATH rapid transit system, the Hoboken-lower Manhattan ferry service, the World Trade Center site and certain New York-New Jersey port facilities.

Responses to this Request to Qualify (“RTQ”) are due on the Response Due Date set forth on the advertisement of this RTQ. Responses received after that date and time may not be accepted.

**Only pre-qualified firms who have received written approval from the Authority will be asked to respond to future solicitations on the specific project described below.**

### **II. PROJECT DESCRIPTION:**

The Authority wishes to pre-qualify firms to submit bids for Contract LGA-124.207 - LaGuardia Airport – Design and Construction of the West Parking Garage. It is anticipated, but it is not guaranteed, that work required by the Contract will include, but is not necessarily limited to the following:

#### **A. Scope of Work**

##### **1. General:**

The project will include the provision of the final design, as well as the provision of construction services for the following:

- a. A multi-level Parking Garage with six (6) elevated decks, accommodating approximately 3,050 parking spaces, along with the development of the related site access.

- b. Accommodations for a future pedestrian connector bridge to a future central terminal building.
- c. Coordination with design, phasing and construction of other LGA Terminal Redevelopment projects immediately adjacent to the project site.

The project's scope will also include provisions for the construction of a fully-engineered underground utility and roadway relocation package, of all affected infrastructure, including vehicle entry and exit plazas, to support the construction of the west garage.

The project site is in close proximity to a functioning airport terminal, control tower, aircraft hangers and active roadways, both surface and elevated.

Design and construction of the multi-level parking garage will conform to Port Authority Rules & Regulations and to the New York City Building Code. This project will be designed in accordance with the PANYNJ Sustainable Building Guidelines (2007), which are based on criteria from US Green Building Council's LEED for New Construction building rating system.

<http://www.panynj.gov/about/pdf/Sustainable-building-guidelines.pdf>  
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220>

The Multi-Level Garage, the infrastructure and the related site access development will be owned by the Authority.

## 2. Existing Site Characteristics

The site consists of approximately ten (10) acres, located on the grounds of LaGuardia Airport. The site is currently covered with a flat, asphalt-surfaced, Parking Lot P1 with extensive existing underground utilities (i.e. electrical, sewer, etc.). Site coverage also includes airport circulation roads. The site is bound on the north side by Hangars 1 and 3. The east and west sides of the site are bound by a surface and elevated CTB roadways. The south side is bound by surface access roads to and from the Grand Central Parkway.

The subsurface conditions at the site currently consist of approximately ten to twenty (10-20) feet of sand fill, overlying approximately five (5) feet of compressive, soft clay. Below the soft clay is a relatively dense layer of sand ranging in thickness between twenty and forty (20-40) feet. These subsurfaces, in turn, are underlain by glacial outwash deposits consisting of alternating clay, sand, and stiff clay layers varying in thickness between twenty and forty (20-40) feet and then twenty to thirty (20-30) feet of glacial till deposits. Competent bedrock is encountered at an approximate depth of one hundred and sixty (160) feet. According to the New York City Building

Code, the site is classified as Site Class F and will require site-specific seismic analysis by the successful bidder.

### 3. Site Development

In addition to a 145,000 square foot +/- (footprint) multi-level garage, the site will require development of site-related access, applicable surrounding landscaping/hardscaping as well as accommodations for a future pedestrian connector bridge to a future Central Terminal Building.

### 4. Parking Garage and Related Site Development

The main purpose of the multi-level garage will be for the parking of vehicles by airport patrons. Required program spaces will include vehicle parking/circulation and vertical patron circulation (including elevators and egress stairs). The garage building systems shall be consistent with a parking garage and future pedestrian bridge requirements. Required program support spaces will include mechanical (elevators and possible garage ventilation), fire protection (fire alarm system and sprinkler/standpipe piping), sanitary, water service, electrical and communication systems as necessary. Additional requirements are more specifically described below:

- a. Building program to include a parking garage entry/exit plaza and related occupied support spaces (i.e. toilets, office, break room, etc.) within garage footprint. Entry and exit plaza islands and related equipment will be depicted in fully annotated contract drawings – see item five (5) below.
- b. Electrical - Power to be provided from existing utility grid, via an independent substation with a UPS and emergency generator backup, including lighting and convenience power.
- c. Electronics - Security systems (video surveillance, access control systems, other related security systems), parking garage systems (parking space management system, and general vehicle access control) and communication system (including IT backbone and associated cabling).
- d. Mechanical - Vertical transportation support, smoke control, building management system, fuel storage and distribution for an emergency generator (if required). Accommodations for a future pedestrian connector bridge and possible garage ventilation.
- e. Plumbing - Domestic water system, storm water drainage (elevated deck and grade), sanitary, venting and gas supply as required.
- f. Fire protection – Fire alarm system, fire standpipe and sprinkler systems as required.
- g. Signage – Vehicle and pedestrian way finding.

The garage layout shall accommodate a future pedestrian connector bridge planned to provide access to the multi-level garage from a future central terminal building.

5. Underground Utility/Roadway Relocation and entry/exit plazas.

A set of fully developed contract drawings and specifications will be developed for the following scope items:

- a. Existing underground utilities and roadways in and around the footprint of the west garage must be re-routed to support the construction of the project.
- b. Vehicular entry and exit plazas; including data and power cabling, conduit runs, traffic islands and related equipment/site development.
- c. Affected utilities include electrical, telecommunication; high and low water pressure, gas, sanitary and drainage lines.
- d. Roadway functions must be diverted outside of the west garage footprint. It will include construction of new asphalt concrete roadway with a portland cement concrete sidewalk.

**B. Estimated Total Contract Price**

For information purposes only, the Authority has currently estimated a range of \$125-150 Million Dollars for the design and construction of the multi-level garage structure, related site development and site access.

**C. Contract Schedule**

It is presently anticipated, but not guaranteed, that Bid Document(s) may be available to pre-qualified bidders by December 2013. It is the present intention of the Authority to have all Work under the Contract completed within 20 months after Contract Award.

**III. SUBMITTAL INSTRUCTIONS AND CONTENT**

**A. Requirements**

To be considered for prequalification, the respondent must demonstrate to the satisfaction of the Chief Engineer of the Authority that it meets the minimum requirement of the RTQ as stated in Paragraphs III A.1 and III. A.2. Company brochures alone shall not be submitted for the purpose of demonstrating experience and technical expertise. Respondent submittals must be tailored to the specific requirements of this RTQ. If a respondent cannot demonstrate that it meets all of the below-mentioned qualifications, then the respondent may, with others, form a joint venture and request that the joint venture be pre-qualified as set forth in Paragraph C below.

**1. Minimum Experience of the Prospective Bidder:**

- a. The prospective bidder must demonstrate that during the last ten (10) years it has successfully completed or substantially completed as a design firm, at least two (2) contracts of size, type and complexity comparable to that indicated in Paragraphs IIA &B above. with one of those projects completed in the last five (5) years, specifically as it relates to a multi-level parking garage.
- b. The prospective bidder must also demonstrate that during the last Ten (10) years it has successfully completed or substantially completed as a prime or general contractor, at least two (2) contracts of size, type and complexity comparable to that indicated in Paragraphs IIA &B above, with one of those projects completed in the last five (5) years, specifically as it relates to a multi-level parking garage and vehicle entry and exit plaza. The general contractor must also have demonstrated knowledge of the LEED green building rating system.

**2. Minimum Qualifications of select J/V team members.**

- a. The design firm's Project Manager, Project Engineer and the prime or general contractor's Project Manager and Construction Superintendent must have a minimum of twelve (12) years design/construction experience on at least one (1) contract comparable in size, type and complexity outlined in Paragraphs IIA &B. Furnish resume with qualification package.
- b. The prospective bidder seeking to be pre-qualified must also have a certified professional on the design team with a minimum of five (5) years experience with respect to design and construction of at least one(1) LEED certified commercial use project of a minimum of 145,000 square feet within the last five (5) years. Furnish resume with qualification package.

**B. Submittals**

The following items must be submitted in order to be considered for qualification on this specific project:

**1. Attachments**

In order to expedite the evaluation of the qualification information furnished, the prospective bidder must complete and submit the attached documents. Responses that fail to adhere to this stipulation may be excluded from consideration. The following attachments are incorporated herein and must be submitted:

- A. Contractor's Qualification Statement
- B. Agreement on Terms of Discussion
- C. Non-Disclosure and Confidentiality Agreement (NDA) – Links: [NDA Instructions](#) and [NDA Form](#)
- D. Business Qualification Questionnaire Package – Link

<http://www.panynj.gov/inspector-general/inspector-general-programs.html>.

Please read carefully the instructions that accompany the NDA (the “**NDA Instructions**”). NDAs and Exhibits to the NDA (Exhibit A and B) that are filled out incorrectly will be rejected and your firm may not be approved for receipt of Confidential or Confidential and Privileged Documents.

Your submittal should contain the following:

- (1) The Non-Disclosure and Confidentiality Agreement executed by a principal or officer of your firm on behalf of your firm;
- (2) An Exhibit A- (*Acknowledgment by a Related Party Individual*) executed by the **same principal** who executed the firm Non-Disclosure Agreement.
- (3) An Exhibit A- (*Acknowledgment by a Related Party Individual*) executed by the Security Information Manager named in paragraph 6, below.
- (4) An Exhibit A- (*Acknowledgment by a Related Party Individual*) executed by any other member of your proposing team, now known that may require access to sensitive Port Authority information to assist in the preparation of your bid/proposal.

## **2. Performance and Payment Bond**

The prospective bidder must be able to obtain a Performance and Payment Bond for the amount indicated in Paragraph II.B from a surety company whose name appears on the current list of the Treasury Department of the United States as acceptable as a surety upon federal contracts. A letter from the surety company must be submitted with this RTQ.

## **3. Experience Modification Ratio**

The prospective bidder must submit a copy of the Experience Modification Ratio (EMR) for itself and for each of its named Subcontractors as a measure of the respondent’s safety record. If the ratio exceeds 1.2, a written explanation shall be provided.

#### **4. Joint Ventures/Sub Consultant**

The Authority will entertain requests for pre-qualification from a joint venture. If a joint venture is pre-qualified to submit bids, or if two or more entities separately pre-qualified to bid elect to submit a bid as a joint venture, all participants in the joint venture shall be bound jointly and severally and each participant shall execute the bid. If the prospective bidder cannot demonstrate that it meets all of the referenced qualifications, then the prospective bidder may, with others, form a joint venture and request that the joint venture be deemed to be the prospective bidder, (i.e. members of the joint venture may meet the qualification requirement collectively.) As an alternative to forming a joint venture, a Contractor may form a team with a sub-consultant. In such cases, the sub-consultant's experience will be applied to the requirements as listed in the RTQ. A sub-consultant may not be a part of more than one (1) team. A Contractor may not change any sub-consultant after qualification. That is, a firm submitting a response to any future solicitation must be comprised of the same team that was pre-qualified during this RTQ.

#### **5. Proof of Information Security Controls**

##### **(a) Designation of Security Information Manager**

The Pre-Qualified firms (and the awarded Contractor) may require access to Port Authority Confidential or Confidential and Privileged Information. Confidential and Privileged Security 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.

The Information Security Handbook requires that certain criteria be met prior to being granted access to Confidential 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 contractors 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 (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>

S.W.A.C. may be contacted directly at (877) 522-7922 for more information.

Individuals may also be required to be attend an Information Security Awareness and Education training session. This training has been offered in the past, is offered from time to time, and if determined to be appropriate for this solicitation, will be offered again to the prequalified firms at a time and location to be determined at a later date.

Each prospective bidder and each participant in a joint venture shall designate **at least one (1)** a Security Information Manager (a “**SIM**”) responsible for identifying members of their team who will need access to Livelink and for assuring that those members have passed the requisite background checks and have completed the requisite Livelink access forms. The SIM will be responsible for maintaining their firm’s Livelink user account access list. In addition, the SIM will identify an individual who will be trained by the Port Authority in the use of Livelink and that individual will subsequently be responsible for training the prospective bidder’s team. Please submit the name and phone number of your SIMS.

For each SIM, please submit their:

- (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.\*

\* If your firm’s designated SIM has been issued a SWAC credential, submit it with your response. Proof of SWAC issuance can be provided by submitting a photocopy of the face of the SWAC card. While you are not required to have a SIM with SWAC at the time of RTQ submission, you are highly encouraged to do so. Firms may supplement their response to provide proof of issuance of a SWAC credential after they are notified of their Prequalification determination.

**(b) Checklist for Project Team**

You must submit a Microsoft spreadsheet providing the status, at the time of the RTQ 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 Confidential or Confidential and Privileged 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.

Example Spreadsheet Illustration:

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

**7. Background Qualification Questionnaire Package**

The Port Authority has implemented a Project Corruption Prevention Program ("PCPP") for this Project. One of the components of the PCPP is contractor and vendor screening, designed to ensure that, in addition to demonstrated records of quality performance and solid financial capacities, firms awarded contracts for work on PATH Projects possess high ethical standards and records of law abiding conduct. Screening is performed through the use of a background qualification questionnaire package ("BQQP"). This Contract requires prospective bidders to complete a BQQP as part of their RTQ. In addition, prospective bidders will also be required to ensure that their respective subcontractors, subconsultants and vendors, of all tiers, also complete BQQPs.

The BQQP document may be downloaded at:

<http://www.panynj.gov/inspector-general/inspector-general-programs.html>

**IV. SUBMISSION INSTRUCTIONS:**

**Respondents must clearly indicate the RTQ# and Title on the outside of any package or document submitted in connection with this Contract.**

The respondent shall submit (1) original, six (6) copies and one (1) copy in CD-Rom format to Emily Baxter in sufficient time so that the Authority receives it no later than **4:00 p.m. on October 15, 2013** to:

Emily Baxter  
The Port Authority of New York and New Jersey  
Procurement Department  
2 Montgomery Street, 3<sup>rd</sup> Floor  
Jersey City, New Jersey 073002

Late submittals may be rejected.

Any questions concerning this RTQ should be directed to Emily Baxter at [ebaxter@panynj.gov](mailto:ebaxter@panynj.gov). Neither Ms. Baxter nor any employee of the Authority is authorized to interpret the RTQ or give additional information as to its requirements. Such interpretation or additional information will only be given by written addendum to this RTQ

## **V. NOTIFICATION**

Notification as to whether a prospective bidder has been pre-qualified will be made only by a notice in writing, signed by the Director of Procurement or her designated representative on behalf of the Authority and mailed or delivered to the office designated by the prospective bidder in its response to this RTQ.

\* \* \*

**THE PORT AUTHORITY OF NY & NJ**

**CONTRACTOR'S QUALIFICATION STATEMENT**

For

**CONTRACT LGA-124.207 - LAGUARDIA AIRPORT – DESIGN AND  
CONSTRUCTION OF THE WEST PARKING GARAGE**

**SEPTEMBER 2013**

**A. Contractor's General Business Information**

Statement submitted by:

**Name of Firm:**

**Name of Principal:**

**Business Address:**

**Telephone No:**

**Fax No:**

**E-mail:**

**Name & Telephone No# of contact person if not individual mentioned above:**

Check how bid will be submitted:  Single Entity  Joint Venture

**If a Joint Venture, each participant in such Joint Venture must submit all the information that is required for a single entity.**

Indicate the type of work generally performed with your own work force.

- 
- Indicate which part of the work indicated in Paragraph II.A. of the attached Request For Qualification Information ("RFQ") you plan on performing with your own forces and what work you plan on sub-contracting to another firm..

Work to be performed with own forces:

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Work to be performed by sub-contractors:

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**B. Relevant Experience and Past Performance:**

- On **Schedule A**, below, list construction contracts completed by your firm, which document **your firm’s meeting of the requirements indicated in Paragraph II.A**. If a joint venture, list each joint venture partner’s projects separately. Indicate if the contract was performed by your firm’s own forces or by a sub-contractor. Submit each project on one page in the following format.

**CONTRACTS COMPLETED:**

Project Name, Location and Description	Owner/ Name Address & Tel No	Design Engineer*	Date Completed	Contract Amount	Percent age of Work Comple ted by Own Forces

**\*Include Name, Address and Phone No. of Reference Contact**

**\*\*Indicate amount of Firm’s contract and if work was done as prime contractor**

- On **Schedule B**, attached, list the name and qualifications of the individual who will function as the **Project Manager** as well as those of any other **key construction supervision personnel** to be assigned to the Contract along with the anticipated function and relevant experience of each person in the format below.  
Attach resumes.

**KEY CONSTRUCTION SUPERVISION PERSONNEL:**

Name	Position	Date started with Organization	Date started in Construction	Prior Positions and Experience in Construction

- On **Schedule C**, attached, list projects **currently under construction** (work on hand and bids submitted ) by your firm. If joint venture, list each joint venture partner’s projects separately. Please follow format below in one page per contract.

**CURRENT WORK ON HAND:**

**FIRM NAME:** \_\_\_\_\_

<b>Project Name, Location and Description</b>	<b>Owner. Name Address/ Tel No.</b>	<b>Design Engineer</b>	<b>Contract Amount</b>	<b>Scheduled Completion Date and Percentage Complete</b>

**SCHEDULE D: CURRENT BIDS SUBMITTED:**

**FIRM NAME:** \_\_\_\_\_

<b>Project Name, Location and Description</b>	<b>Owner Name, Address &amp; Tel No</b>	<b>Design Engineer*</b>	<b>Contract Amount</b>	<b>Low Bidder (Y/N)</b>	<b>Anticipated award Date/Contract Duration</b>

**\*Include Name, Address and Phone No. of Reference Contract**

Does your firm have the required certification(s) and/or license(s) required under paragraph II.A, if required?  **Yes**  **No**  **Not Applicable**

- If Yes - Submit documentation of required certification(s) and/or license(s)
- If No, indicate how you plan on meeting this requirement:

Has your firm ever failed to complete any construction contract awarded it?

**Yes**  **No**

If yes, describe the circumstances on a separate piece of paper.

**In the last five years, has your firm ever failed to substantially complete a contract in a timely manner?**  **Yes**  **No**

If yes, describe the circumstances on a separate piece of paper.

Identify prior contracts that contained stated goals for M/WBE participation and how such goals were met or exceeded:

Contract	Stated Goals	Actual % Obtained	Comments

**Financial Information:**

Can your Firm provide a Performance And Payment Bond for the full amount required?  **Yes**  **No**

Indicate approximate total bonding capacity: \_\_\_\_\_

Indicate name of your proposed surety company and name, address and phone number of agent:

➤ Name: \_\_\_\_\_

➤ Address: \_\_\_\_\_

➤ Telephone No. \_\_\_\_\_

**Submit letter from your surety documenting your ability to submit the required Bond.**

**D. Certification**

I hereby certify that the information submitted herewith, including attachments is true to the best of my knowledge and belief.

\_\_\_\_\_  
(Business name of Firm)

By: \_\_\_\_\_  
(Signature of officer of Firm)

\_\_\_\_\_  
(Title of officer of Firm)

\_\_\_\_\_  
(Signature of officer of Firm)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Type or print title of officer of Firm)

**CONTRACT LGA-124.207 - LAGUARDIA AIRPORT – DESIGN AND  
CONSTRUCTION OF THE WEST PARKING GARAGE**

**SEPTEMBER 2013**

**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 Freedom of Information Code and Procedure (FOI Code) adopted by the Port Authority’s Board of Commissioners on March 29, 2012, which may be found on the Port Authority website at: <http://www.panynj.gov/corporate-information/pdf/foi-code.pdf>, not to disclose to any competitor of the undersigned, information submitted which are trade secrets 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 Code, 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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