

**THE PORT AUTHORITY TRANS-HUDSON CORPORATION**  
**REQUEST TO QUALIFY (“RTQ”)**  
**FOR**  
**CONTRACT PAT-024.113**  
**HARRISON CAR MAINTENANCE FACILITY (HCMF) HEAVY REPAIR SHOP –**  
**REPLACEMENT OF IN-GROUND LIFTS**

**PREQUALIFICATION OF DESIGN/BUILD CONTRACTORS**

**OCTOBER 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 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, four (4) major regional airports, four (4) bridges and two (2) tunnels that serve interstate traffic, 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.**

Contracts awarded as a result of this Pre-qualification may be funded in whole or in part by the Federal Transit Administration (“FTA”). Accordingly, all Contractors must comply with the applicable provisions set forth in the Bid Documents, which will be provided to all qualified bidders.

**II. PROJECT DESCRIPTION**

The Authority wishes to pre-qualify prospective firms to submit bids for Contract PAT-024.113 Heavy Repair Shop – Replacement of In-Ground Lifts. This work will be performed at PATH’s Harrison Car Maintenance Facility (HCMF). It is anticipated, but it is not guaranteed that work required by the Contract may include, but may not necessarily be limited to, the following:

**A. Scope of Work**

1. All design performed by the successful bidder shall be in accordance with current industry practice and in compliance with all Federal, State, Local and Port Authority codes.
2. The successful bidder will be required to remove existing in-ground lifts, in-ground pits and associated utilities. These will be replaced with new in-ground

lifts, in-ground pits and associated utilities as shown in the design documents prepared by the successful bidder and as approved by Port Authority Engineering.

3. The successful bidder will be working on an active railroad maintenance facility within the PATH system located in the town of Harrison, New Jersey, while train services remain in operation.

#### **B. Estimated Total Contract Price**

For information purposes only, the Authority estimates that the total work required by the Contract will be in the range of \$5 to \$10 million.

#### **C. Contract Schedule**

It is anticipated, but it is not guaranteed, that Bid Document(s) may be available to pre-qualified bidders in November 2013. It is the intention of the Authority to have all Work under the Contract completed between twenty-two (22) and twenty-eight (28) months after award of the Contract.

### **III. SUBMITTAL INSTRUCTIONS AND CONTENT**

#### **A. Requirements**

The Design/Build Firm, including Consultant and sub-consultant Architects, Engineers, the Contractor and subcontractors shall have all required New Jersey certifications and/or licenses to perform the work in accordance with applicable codes, rules and regulations. Professional Engineers and Registered Architects shall be licensed by the State of New Jersey.

The prospective bidder or each participant in a joint venture shall demonstrate to the Chief Engineer of the Port Authority, that it has the minimum qualifications stated below. The prospective bidder must also demonstrate that it has completed similar contracts skillfully, in a satisfactory manner, and on time

To be considered for prequalification, the Respondent must demonstrate to the satisfaction of the Chief Engineer of the Port Authority that it meets the minimum requirements of the RTQ as stated in paragraph III.A, Requirements. Company brochures alone shall not be submitted for the purpose of demonstrating experience and technical expertise. Submittals must be tailored to the specific requirements of this RTQ. If the 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 B.5 below.

1. The Consultant Engineer(s) providing design services shall have the following qualifications:

- a) At least ten (10) years of professional experience in structural and geotechnical design of transportation structures, design of modification of existing foundation structures, design of structural supports, and design of drilled mini-piles..
  - b) At least ten (10) years of professional experience in mechanical design, commissioning, and final acceptance testing of heavy machinery serving transportation structures.
  - c) At least ten (10) years of professional experience in field survey of electrical systems and the design of complete electrical installations including power distribution, raceway systems, control, wiring, grounding, over current protection devices, load studies, performance of electrical calculations and.
  - d) Successfully completed at least one (1) transportation structure design contract within the last five (5) years for projects of comparable magnitude and complexity.
2. The Contractor shall have the following qualifications:
- a) At least five (5) years of construction experience in transportation structures, railroad facilities, and in the installation of heavy machinery.
  - b) At least five (5) years of experience in the installation of mini-piles, including the successful completion of one (1) project requiring the installation of mini-piles of equivalent size as required for this project.
3. The Project Manager and Superintendent each shall have the following qualification:
- a) A minimum of ten (10) years of experience on contracts comparable in size to that outlined in Paragraph II.A&B.

**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

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

The prospective bidder must be able to obtain a Performance and Payment Bond for the greater 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 Rate**

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

## **4. Required Licenses/Certifications**

The Contractor and/or proposed subcontractors must have all required New Jersey certifications and / or licenses to perform the work in accordance with codes, rules and regulations as applicable.

## **5. Joint Ventures**

The Authority will entertain requests for prequalification 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 qualified during this RTQ.

## **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 seven (7) copies of the required qualification information including, one (1) hard copy original, five (5) hard 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 28, 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, NJ 07302

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.

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# THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

CONTRACTOR'S QUALIFICATION STATEMENT

FOR

**CONTRACT PAT 024.113**

**PATH/HCMF HEAVY REPAIR SHOP – REPLACEMENT OF IN-GROUND LIFTS  
OCTOBER 2013**

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## **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.

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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)

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PATH/HCMF HEAVY REPAIR SHOP – REPLACEMENT OF IN-GROUND LIFTS  
OCTOBER 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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DO NOT RETYPE.