

PROFESSIONAL SERVICE FIRM QUESTIONNAIRE

**PERFORMANCE OF EXPERT PROFESSIONAL
ARCHITECTURAL, ENGINEERING AND RELATED SERVICES FOR
THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

Thank you for your interest in providing professional architectural, engineering and related technical services to The Port Authority of New York and New Jersey. As you may know, a good amount of our professional architectural and engineering service requirements are met by outside firms. Generally, we rely on an extensive Professional, Technical and Advisory Service Firm database for the purpose of identifying those firms. When the database is not appropriate, a prequalification and competitive solicitation process, typically including a publicly advertised Request for Qualifications (RFQ) and/or a Request for Proposals (RFP), is conducted. Such RFQs and RFPs are published on our website (www.panynj.gov) and may be advertised in the *Engineering News Record* and other periodicals as appropriate. Regularly monitoring the website can ensure that your firm does not miss an opportunity to provide services.

To be included in our Professional, Technical and Advisory Service Firm database, you must complete and submit a copy of the following Professional Service Firm Questionnaire (PSFQ). Review the instructions below, print and complete the questionnaire, and return it to Ms. Sheri Ruffin, c/o The Port Authority of New York and New Jersey, 2 Montgomery Street, 3rd Floor, Jersey City, NJ 07302. If your firm is certified ***by the Authority*** as a Minority-owned, Woman-owned Business Enterprise, please attach a copy of your certification with your submission.

Should you have any questions pertaining to completion of the PSFQ, please contact me by email at mlrivera@panynj.gov, or by phone at (201) 395-3465.

Sincerely,

O/S/B

Mary Lou K. Rivera
Principal Contract Specialist
Professional, Technical and Advisory Services Division
Procurement Department

The Port Authority of New York and New Jersey
Engineering Department

**INSTRUCTIONS FOR COMPLETING
THE PROFESSIONAL SERVICE FIRM QUESTIONNAIRE**

GENERAL INFORMATION

The Port Authority of New York & New Jersey encourages firms interested in performing professional architectural, engineering and related technical services to complete and return the following Engineering Department Professional Service Firm Questionnaire (PSFQ). The questionnaire is used to assist the Authority in identifying those firms most qualified for the performance of architectural and engineering, and related projects as the need arises. It is important to note that while many solicitations are issued using the PSFQ database as a source for identifying appropriate firms, in many instances it is not used. Accordingly, you should monitor public advertisements appearing on our web site to ensure that opportunities to provide such services are not missed.

The information requested on the *Schedule of Permanent Staff* (Page 5) and on *Table II - Project Types* (Pages 3 and 4) is related to the specific types of staff and services for which the Authority has an anticipated need. This information is not intended to represent a firm's entire staff and project history. If information for performance of services other than those anticipated by the questionnaire is required, the Authority will issue a separate solicitation, typically by public advertisement, to identify firms.

State and federal questionnaires (e.g. SF-254) prepared by you for the purpose of providing similar information to other federal or state agencies may not be substituted in lieu of the attached questionnaire.

Questionnaires entered into the Engineering Department's database will allow a firm to be eligible for consideration for a period of five (5) years after the date of preparation of the questionnaire. Only the most recent questionnaire submittals shall be considered. If the information appears erroneous or in any way incomplete, the Authority shall notify the firm by email to the contact person identified by you, and shall request that the submitted information be corrected or supplemented. Failure to respond to said requests will equate to failure to meet the requirements of the PSFQ; any such failure shall result in the deletion of your submission, mandating a subsequent submission by you for consideration by the Authority.

The Authority encourages participation by certified minority, women, and small business enterprises. Firms that may meet the certification requirements are requested to contact the Authority's Office of Business Diversity and Civil Rights at (212) 435-7804 or 7834 with any questions related to the certification procedure.

Information submitted is not given in confidence and may be used or disclosed by the Authority without liability of any kind.

DETAILED INSTRUCTIONS

Applicants completing the questionnaire should clearly indicate all requested information and sign and date the questionnaire as required.

The following numbered instructions pertain to the numbered sections of the questionnaire.

1. Firm Name and Business Address (Page 1 of 6)

Provide the complete name of your firm, and your firm's street address, including zip code.

If your firm is a corporation, the name indicated should be exactly as it appears on your firm's "Certificate of Incorporation" on file in the state in which your firm is incorporated.

2. Firm Web Page Address (Page 1 of 6)

Provide your firm's Internet web page address if available.

3. Federal Employer Identification Number (EIN) (Page 1 of 6)

Provide your firm's Federal Employer Identification Number. This is the tax identification number assigned to firms by the Federal Government for tax purposes.

4. Name, address and EIN affiliates or subsidiaries (Page 1 of 6)

If your firm is the parent of, affiliated with, or subsidiary of another firm(s), provide the name, address and EIN of all such firms. Include a separate sheet of paper if additional space is required.

5. Name and Contact Information of Person to Receive Questions on Completed Form and Future Correspondence. (Page 1 of 6)

Provide the name and title of the person you would like us to contact if we have any questions pertaining to the information indicated by you in the questionnaire. This should be the same person we contact when requesting proposals or qualification information. A telephone number must be indicated.

6. Officer or Principal of firm (Page 1 of 6)

An officer, partner or principal of the firm must sign the questionnaire. Indicate the signatory's name, title and date of submission.

7. Year firm was established (Page 1 of 6)

Provide the year firm was established under the present name (as indicated in response to question 1). If known by a prior name, indicate former name, date of name change and reason therefor.

8. Summary of Firm’s Total Gross Fees Received (Page 1 of 6)

Use Table I on page 2 of the questionnaire to complete this table. Check the boxes which reflect your firm’s “Total” Professional/technical service fees, as well as such fees collected for services performed in the “Metro Area” during the last five years. (A check mark will suffice; there is no need to provide the actual dollar amount(s)). For the purposes of this questionnaire, “Metro Area” shall mean within the states of NJ and NY. “Total” is defined as your firm’s estimated total fees collected nationally and internationally, including “Metro Area”.

9. Project Experience Summary (Page 2 of 6)

Projects identified in this section should only be projects that your firm has worked on during the five years prior to completion of the questionnaire.

“Project Type Codes”:

Using Table II, on pages 3 and 4, select those project types, which have been performed by your firm during the last five years. Indicate each project type in the space provided in the first column. You may indicate a maximum of 30 different project types. Indicate those projects types, which reflect your firm’s strengths and would therefore afford your firm the greatest opportunity for selection. With regard to “Building Commissioning” and “Sustainable Design” Projects, please note the following:

“Building Commissioning”

*While listed under the discipline of “Architecture” project types are not limited to architectural projects, list the total numbers of “Building Commissioning” projects performed over the 5-years prior to submitting the revised questionnaire.
(See Page 3 of 6 of the Questionnaire)*

“Sustainable Design”

*While listed under the discipline of “Architecture” project types are not limited to Architectural Services, list the total numbers of “Sustainable Design” projects performed over the last 5-years, prior to submitting the revised questionnaire.
(See Page 3 of 6 of the Questionnaire)*

“Number of Projects”:

In the second and third columns under the heading “Number of Projects”, indicate the number of times your firm performed the project type indicated in column one, during the last five years. Only projects worked on during the last five years may be included. “Metro Area” shall mean the number of projects performed in the states of NY and/or NJ by your firm. “Total” is defined as the number of projects performed by your firm nationally and internationally, including “Metro Area”.

“Total Gross Fees”:

In the fourth and fifth columns, under the heading “Total Gross Fees”, indicate the code (A, B or C) as provided in Table I, on page 2, which best reflects the approximate range of fees collected by your firm during the last five years for performance of the type of

projects indicated. “Metro Area” shall refer to the total gross fees collected by your firm for services performed in the states of NJ and NY for the project type indicated. “Total” is defined as the total gross fees collected by your firm nationally and internationally, including “Metro Area”.

The Total Gross Fees should reflect only that portion of the actual fee, which was for the performance of the project type indicated.

10. CADD Capability (Page 2 of 6)

Indicate the number of workstations you currently have available in-house next to the type of system listed.

If your firm does not use a CADD system of the types listed, the number of stations and the type of system used should be included in the space provided before and after “Other”.

11. PERMANENT STAFF TABLE (Page 5 and 6 of 6)

Enter the total number of permanent full time employees for each of the staff types listed, working in your office that would be available to supply project services to the Authority. While some personnel may be qualified in several disciplines, except as noted below (see LEED Certified Professionals), each person may only be counted once in accordance with his or her primary function.

With regard to LEED Certified Professionals, please note the following:

“LEED Certified Professionals”:

While listed under the discipline of “Architecture” staff types, list the total numbers of all permanent LEED Certified Professional Staff with your firm. (See Page 5 of 6 of the Questionnaire). This may result in such individuals being counted twice.

“Metro Area” shall refer to the total number of permanent full time staff located in your offices in the states of NJ and NY. “Total” is defined as the total number of permanent full time staff working for your company nationally and internationally, including the Metro Area staff.

12. TOTAL NUMBER OF FULL TIME PERMANENT STAFF (Page 6 of 6)

Enter the total number of permanent full time employees working in your office that would be available to supply project services to the Authority. This should include total staff, whether previously listed or not.

“Metro Area” shall refer to the total number of permanent full time staff located in your offices in the states of NJ and NY. “Total” is defined as the total number of permanent full time staff working for your company nationally and internationally, including the Metro Area staff.

The Port Authority of New York and New Jersey
Engineering Department

PROFESSIONAL & TECHNICAL SERVICE FIRM QUESTIONNAIRE

1. **Firm Name:** _____

Business Address: _____

2. **Firm Web Page Address:** _____

3. **Federal Employer Identification Number (EIN):** _____

4. **Name, Address and EIN of Affiliates or Subsidiaries:**

5. **Name and Contact Information of Person to Receive Questions on Completed Form and Future Correspondence.**

| | |
|-------------------------------|-----------------------|
| _____ Name | _____ Title () |
| _____ Email Address () | _____ Telephone |
| _____ FAX Number | |

6. **Officer or Principal of Firm:**

| | |
|--------------------|----------------|
| _____ Name | _____ Title |
| _____ Signature | _____ Date |

7. **Year Firm was Established:** _____

8. **Summary of Firm's Total Gross Fees Received:**

| | Under \$1 Million | | \$1 Million to \$5 Million | | Greater than \$5Million | |
|-------------|-------------------|-------|----------------------------|-------|-------------------------|-------|
| | METRO AREA | TOTAL | METRO AREA | TOTAL | METRO AREA | TOTAL |
| Last year | | | | | | |
| 2 years ago | | | | | | |
| 3 years ago | | | | | | |
| 4 years ago | | | | | | |
| 5 years ago | | | | | | |

9. Project Experience Summary (Past 5 Years ONLY):

| | Project Type Code (TABLE II) | Number of Projects | | Total Gross Fees (TABLE I) | |
|----|---------------------------------|--------------------|-------|-------------------------------|-------|
| | | METRO AREA | TOTAL | METRO AREA | TOTAL |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

| | Project Type Code (TABLE II) | Number of Projects | | Total Gross Fees (TABLE I) | |
|----|---------------------------------|--------------------|-------|-------------------------------|-------|
| | | METRO AREA | TOTAL | METRO AREA | TOTAL |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |

10. Number of CADD Workstations:

_____ AutoCAD
 _____ Intergraph Microstation
 _____ Mac Workstations
 _____ Other: _____

| TABLE I TOTAL GROSS FEES | |
|-----------------------------|----------------------------|
| CODE | RANGE |
| A | Under \$1 Million |
| B | \$1 Million to \$5 Million |
| C | Greater than \$5 Million |

TABLE II - PROJECT TYPES - SHEET 1 OF 2

| Code | Architecture | Code | Construction Management (Continued) |
|-------------|-------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------|
| 1 | Architectural Hardware | 40 | Escalators/Elevators/Conveyors/People Movers |
| 2 | Architectural Rendering | 41 | Heavy Construction |
| 3 | Arch. & Planning - Office Buildings | 42 | Mechanical |
| 4 | Arch. & Planning - Airport Terminals | 43 | Railroads/Rapid Transit |
| 5 | Arch. & Planning - Transportation Facilities | 44 | Waterfront Construction |
| 6 | Arch. & Planning - Building Renovations | 45 | Constructibility Review - Building Construction |
| 7 | Building Code Analysis | 46 | Constructibility Review - Heavy Construction |
| 8 | CADD 3D Rendering | | Land Surveying |
| 9 | CADD 3D Video | 47 | Topography |
| 10 | CADD Contract/Design Documents | 48 | Aerial Mapping |
| 11 | Exterior Office Curtain Wall Design | 49 | GPS |
| 12 | Exterior Masonry Wall Design | 50 | Hydrographic |
| 13 | Exterior Building Wall Inspection | 51 | GIS |
| 14 | Graphic Design | 52 | Boundary |
| 15 | Historic Preservation | 53 | Construction |
| 16 | Interior Design - Facility Planning/Programming | 54 | Utility Locating |
| 17 | Interior Design - Building Renovation | | Electrical Engineering Design |
| 18 | Interior Design & Space Planning | | Electrical Power and Lighting |
| 19 | Landscape Architecture Planning | 55 | Aeronautical Lighting Systems |
| 20 | Landscape Architecture Design | 56 | Corrosion Control Systems |
| 21 | Model Making | 57 | O&M Manuals for Elect. & Mech. Systems |
| 22 | Model Photography | 58 | Medium Voltage Substations & Distribution Sys. |
| 23 | Building Photography | 59 | Transit Systems including Rapid Transit & APM |
| 24 | Regional Planning | 60 | Power and Control Systems for Office Buildings, Public, Industrial and Commercial Fac. |
| 25 | Retail/Food & Beverage | 61 | Interior and Exterior Lighting for Commercial and Industrial Buildings and Transit Facilities |
| 26 | Urban Design & Planning | | Electronic Systems |
| 148 | Sustainable Design | 62 | Fire Alarm Systems |
| 151 | Building Commissioning | 63 | Public Address Systems |
| | Civil Engineering Design | 64 | Information Systems (EVIDS, BIDS, FIDS, GIDS, VMS, etc.) |
| 27 | Aeronautical Aprons, Runways & Taxiways - Air Carrier Airports | 65 | Closed-Circuit Television (CCTV) Surveillance Sys. |
| 28 | General Sitework | 66 | Intelligent Transportation Systems |
| 29 | Highways, Roads & Streets | 67 | Supervisory Control & Data Acquisition (SCADA) Systems |
| 30 | Rail - Freight | 68 | Access Control & Intrusion Detection Systems |
| 31 | Rail - Rapid Transit | 69 | Revenue Collection & Control Systems |
| 32 | Utilities | | Radio Communication Systems |
| | Construction Cost Estimating | 70 | Public Safety Radio Communication Systems |
| 33 | Building Construction | 71 | In-Building & Subterranean RF Antenna Sys. |
| 34 | Heavy Construction | 72 | Mobile Data Communication Systems |
| | Construction Management | 73 | Integrated Communications, Command & Control Centers |
| 35 | Airport - Runways/Taxiways | | |
| 36 | Bridges | | |
| 37 | Buildings | | |
| 38 | Claims Analysis | | |
| 39 | Electrical | | |

11. **TABLE OF PERMANENT STAFF - SHEET 1 OF 2**

| DISCIPLINE | Metro Area | Total |
|------------|------------|-------|
|------------|------------|-------|

Architecture

| | | |
|------------------------------------|--|--|
| Architects | | |
| Architectural Detailers | | |
| Architectural Renderers | | |
| Certified Tree Experts | | |
| Exterior Wall Specialist | | |
| Graphic Designers | | |
| Historic Preservationists | | |
| Horticulturists | | |
| Interior Designers | | |
| Landscape Architects | | |
| Model Makers | | |
| LEED Accredited Professionals | | |
| Photographers | | |
| Retail/Food & Beverage Specialists | | |
| Space Planners | | |
| Urban Planners | | |
| Wetland Scientists | | |

CADD

| | | |
|------------------------------|--|--|
| Administrators | | |
| Architectural CADD Operators | | |
| Architectural CADD Renderers | | |
| Civil (P&U) CADD Operators | | |
| Electrical CADD Operators | | |
| HVAC CADD Operators | | |
| Mac Operators | | |
| Operators (Surveying) | | |
| Railroad CADD Operators | | |
| Structural CADD Operators | | |
| Support Personnel | | |

Civil Engineering

| | | |
|-------------------------------|--|--|
| Civil (P&U) Designers | | |
| Civil (P&U) Engineers | | |
| Pavement Condition Inspectors | | |
| Railroad Designers | | |
| Railroad Engineers | | |

| DISCIPLINE | Metro Area | Total |
|------------|------------|-------|
|------------|------------|-------|

Construction Management

| | | |
|------------------------------------|--|--|
| Construction Managers | | |
| Contract Administrators | | |
| Cost Engineers | | |
| Schedulers | | |
| Civil Construction Inspectors | | |
| Electrical Construction Inspectors | | |
| Mechanical Construction Inspectors | | |
| Railroad Construction Inspectors | | |
| Structural Construction Inspectors | | |

Engineering Technology Management

| | | |
|------------------------------------------|--|--|
| Database Administrators | | |
| Electronic Doc. Management Specialists | | |
| Geographic Info. System Specialists | | |
| Local Area Network Managers | | |
| Programmers | | |
| Project Controllers (Primavera/Expeditio | | |
| Website Developers | | |
| EQUIS Specialists | | |

Electrical & Electronic Engineering

| | | |
|----------------------------------------|--|--|
| Corrosion Specialists (NACE Certified) | | |
| Electrical Engineers | | |
| Electronic Engineers | | |
| Lighting Designers | | |

Environmental Engineering

| | | |
|---------------------------------|--|--|
| Asbestos Project Designers | | |
| Environmental Engineers | | |
| Environmental Scientists | | |
| Hydrogeologists | | |
| Permit Expeditors | | |
| Permit Specialists | | |
| Traffic/Transportation Planners | | |
| Wastewater Engineers | | |

11. TABLE OF PERMANENT STAFF - SHEET 2 OF 2

| DISCIPLINE | Metro Area | Total |
|------------|------------|-------|
|------------|------------|-------|

Geotechnical Engineering

| | | |
|------------------------|--|--|
| Geologists | | |
| Geotechnical Engineers | | |
| Tunneling Engineers | | |

Mechanical Engineering

| | | |
|---------------------------|--|--|
| HVAC Designers | | |
| HVAC Engineers | | |
| Mechanical Engineers | | |
| Plumbing Designers | | |
| Fire Protection Engineers | | |

Project Management

| | | |
|------------------------------|--|--|
| Construction Cost Estimators | | |
| Project Managers | | |
| Specifications Writers | | |

Structural Engineering

| | | |
|----------------------|--|--|
| Structural Engineers | | |
|----------------------|--|--|

Surveying

| | | |
|----------------------------|--|--|
| Licensed Surveyors | | |
| Certified Photogramatrists | | |

| DISCIPLINE | Metro Area | Total |
|------------|------------|-------|
|------------|------------|-------|

Traffic Engineering

| | | |
|-------------------|--|--|
| Traffic Engineers | | |
|-------------------|--|--|

Technicians and Inspectors

| | Certified | Non-Certified |
|---------------------------|-----------|---------------|
| Asbestos | | |
| Asphalt | | |
| Chemical | | |
| Concrete | | |
| Dynamic Pile Measurements | | |
| Environmental | | |
| Instrumentation | | |
| Metallic | | |
| Soils | | |
| Welding | | |
| Non-Destructive | | |
| UT | | |
| X-Ray | | |
| Dye Penetrant | | |
| Magnetic Particle | | |

12. Number of full time permanent staff:

Metro Area: _____

Total: _____