

November 9, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQCs) FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES ON AN “AS-NEEDED” BASIS FOR MULTI-DISCIPLINE FEDERALLY FUNDED PROJECTS (ARCHITECTURAL LEAD) DURING 2019 THROUGH 2022 – RFP NO. 53247- ADDENDUM # 1**

Dear Sir or Madam,

The Port Authority of New York and New Jersey (the Authority) hereby amends the subject Request for Proposal (RFP), dated October 24, 2018.

- 1) Delete the Attachment E – Staffing Plan template and replace with new Staffing Plan template, dated 11/06/2018.
- 2) In Section I – Proposer Requirements – delete requirement A and replace with new requirement A below.
  - A. Firms shall have a minimum of ten (10) years’ experience, in providing professional Electrical and Mechanical design experience for a variety of transportation and infrastructure projects within the New York and New Jersey metro area for all stages of projects, from planning through design and construction, for federally funded contracts.
- 3) The following questions were received from a Request for Proposals (RFP) recipients(s). The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question 1:** Are sub consultants required to submit the **Attachment C** – company profile as well?

**Answer 1:** No

**Question 2:** Do we need to submit the **Background Qualification Questionnaire (BQQ)** separately to the Office of Inspector General, or with the proposal package, OR both?

**Answer 2:** BQQ’s shall be submitted to the Office of Inspector General in accordance with Section V of the RFP Letter.

**Question 3:** Are sub consultants required to submit the Background Qualification Questionnaire (BQQ) profile as well?

**Answer 3:** Yes, all known sub-consultants at that time of proposal submission.

**Question 4:** Can we format the **Attachment E** form to suit the proposal standards, as long as the requested information is unmodified?

**Answer 4:** Proposers shall utilize the form provided herein. See revised Attachment E, attached.

**Question 5:** Can we format the **Attachment G** form to suit the proposal standards, as long as the requested information is unmodified?

**Answer 5:** Proposers shall utilize the form provided with the RFP.

**Question 6:** Please clarify if this proposal requires the 25% DBE requirements listed in the RFP, or the 20% MBE & 10% WBE listed in the contract document (referenced in the RFP requirements as well), or a combination of both. Based on which percentages are required, please clarify which corresponding forms should be submitted.

**Answer 6:** The participation goals are not cumulative.

- For Task Orders with MBE/WBE goals: The Consultant (PA-certified MBE/WBE or not PA-certified MBE/WBE) shall use every good faith effort to achieve the participation goals of 20% for MBE and 10% for WBE utilizing subconsultants who are Authority certified MBEs or WBEs. – Refer to PORT AUTHORITY STANDARD AGREEMENT (SAMPLE), Paragraph 26A.
- For Task Orders with DBE goal: The Consultant (PA-certified MBE/WBE or not PA-certified MBE/WBE) shall use every good faith effort to achieve the DBE participation goal utilizing eligible DBE firms listed on the NYS UCP and NJ UCP websites. – Refer to ATTACHMENT D – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

**Question 7:** On page 3 of the RFP, under “Proposal Format Requirements”, the text states that, in addition to submitting one reproducible original proposal, responders are also required to submit:

“five (5) copies, along with six (6) copies of your Proposal (Technical only) on compact disc (CD) for review.”

I have two questions in regard to this requirement:

- 1.) Are the 5 copies mentioned in that line intended to be on compact disc, for a total of 11 compact discs to be submitted, or are the 5 copies mentioned intended to be printed copies, for a total of 6 printed copies (including the reproducible original) and 6 compact discs?
- 2.) Can you please specify which sections of the proposal are considered “technical only”, as mentioned in that line?

**Answer 7:**

- 1) 1 original paper original and 5 additional paper copies and 6 CDs.
- 2) Technical does not include cost elements, if any. (i.e. – MWBE/DBE forms that may require you to estimate proposed subconsultant values)

If you have any questions, please contact Ms. Joann Spirito, Manager – Federal Procurement & Compliance at [JSpirito@panynj.gov](mailto:JSpirito@panynj.gov)

Sincerely,

Joann Spirito  
Manager, Federal Procurement & Compliance  
Procurement Department

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**ATTACHMENT E - STAFFING PLAN**  
**11/06/2018**

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