

November 7, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQCs) FOR PERFORMANCE OF EXPERT PROFESSIONAL CIVIL ENGINEERING SERVICES (AIRFIELD DESIGN) FOR FEDERALLY FUNDED PROJECTS AS REQUESTED DURING 2019 THROUGH 2022 - RFP NO. 53251  
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 23, 2018.

- 1) Add Appendix A2 Professional, Technical and Advisory Services DBE Participation Plan and Affirmation Statement dated 11/6/18 of Attachment D Disadvantaged Business Enterprise (DBE) Program to the RFP Solicitation Document.
- 2) Delete Attachment A – Scope of Work and replace it with new Attachment A Scope of Work dated 11/6/18 to the RFP Solicitation Document.

The following questions were received from a Request for Proposal (RFP) recipient(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:** Do we have to submit **Attachment E** (Sample Staffing Plan) with the proposal package?

**Answer 4:** Yes

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

**Answer 6:** Proposers shall utilize the form provided with the RFP.

If you have any questions, please contact Ms. Allison Agliardo, Operations Manager, at [aagliardo@panynj.gov](mailto:aagliardo@panynj.gov).

Sincerely,

Joann Spirito  
Manager, Federal Procurement & Compliance  
Procurement Department

**ATTACHMENT A**  
**November 6, 2018**

**PERFORMANCE OF EXPERT PROFESSIONAL CIVIL ENGINEERING SERVICES  
(AIRFIELD DESIGN) FOR FEDERALLY FUNDED PROJECTS AS REQUESTED  
DURING 2019 THROUGH 2022 - (RFP #53251)**

**I. BACKGROUND**

For background with respect to The Port Authority of New York and New Jersey (the “Authority”), see [www.panynj.gov](http://www.panynj.gov). Additionally, an electronic version of the Authority’s most recent Annual Report is available at <http://corpinfo.panynj.gov/pages/annual-reports/html>.

**II. SCOPE OF WORK**

The services of the Consultant shall generally consist of preparing civil engineering studies, designs, contract drawings, technical specifications, and construction cost estimates for Authority airfield infrastructure consisting of new construction, rehabilitation or state of good repair, and maintenance projects, such as, but not limited to:

- A. Design of airfield pavements, markings, safety areas, drainage, and utilities for runways, taxiways, and aircraft parking aprons.
- B. Design of sustainable infrastructure including stormwater management best practices, site environmental quality, and material environmental quality.

**III. DESCRIPTION OF CONSULTANT’S TASKS**

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

- A. Studies
- B. Field Inspections
- C. Program Development
- D. Project Scoping, Budgeting and Scheduling
- E. Conceptual Design
- F. Construction Cost Estimating
- G. Design Development
- H. Contract Drawing Preparation, conforming with Authority CADD standards
- I. Prepare Technical Specifications
- J. Sustainable Infrastructure Design
- K. Review and Approval of Shop Drawings and Submittals
- L. Post Award Construction Documents
- M. Provide Civil Engineering Support at Four World Trade Center, NY, NY

**IV. SUBMISSIONS**

When services to be performed by the Consultant include the preparation of Contract Documents, or the performance of post award services, the Consultant shall submit its

specific Quality Control/Assurance Program to the Chief Engineer prior to the performance of said services.

When the Consultant has completed preparation of any Contract Documents he shall submit a letter to the Chief Engineer certifying the Consultant's conformance with the aforementioned Quality Control/Assurance Program.

Except as otherwise noted herein, all designs and preparation of Contract Documents shall conform to Authority standards, including the latest release of the Port Authority Sustainable Design Guidelines, and those codes which would be applicable if the Authority were a private corporation and, in case of a conflict, the more stringent requirement shall apply.

## **V. CONDITIONS AND PRECAUTIONS**

### **A. General**

The Consultant shall immediately inform the Authority of any unsafe condition discovered at any time during the course of this work.

Vehicular, aircraft, rail, and/or pedestrian traffic shall have priority over any and all of to the Consultant's operations.

### **B. Work Areas**

The Consultant shall limit its work to the area necessary for the performance of such services and shall not interfere with the operation of the facility without first obtaining specific approval from the Authority.

The Consultant shall take steps necessary to ensure the safety of its staff during performance of the work. All Personal Protective Equipment, including, but not limited to, safety shoes, hardhat, and safety vest, shall be worn for all field work. In addition, where necessary, fall protection equipment shall be utilized.

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

The Consultant shall not permit any objects or pieces of equipment to lie unattended on sidewalks, roadways, taxiways, runways, aircraft movement areas, tracks, or structures at any time.

Photographing of the facility buildings and surrounding area is not permitted without approval from the Authority.

### **C. Work Hours**

The Consultant shall coordinate its work at the site(s) with the Project Manager, unless otherwise directed by 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, unless otherwise directed by the Authority.

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**APPENDIX A2: PROFESSIONAL, TECHNICAL AND ADVISORY SERVICES  
DBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT**

Instructions: Submit one DBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT form for each DBE firm used on this Agreement.

**RFP NUMBER AND TITLE:** \_\_\_\_\_

**PROPOSER:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DBE:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of services to be performed by DBE: \_\_\_\_\_

Calculation (supply only): \_\_\_\_\_

The Proposer is committed to utilizing the above-named DBE for the services described above. The estimated dollar value of these services is \$\_\_\_\_\_ or \_\_\_\_\_% of the total Agreement amount of \$\_\_\_\_\_. The anticipated start date is \_\_\_\_\_ and the anticipated completion date is \_\_\_\_\_

**AFFIRMATION**

The above-named DBE affirms that it will perform the portion of the Agreement for the estimated dollar value as stated above.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal or Officer of DBE – Print Name and Title

If the Proposer does not receive award of the Agreement, any and all representations in this DBE Participation Plan and Affirmation Statement shall be null and void.

I \_\_\_\_\_ (print name), an officer of \_\_\_\_\_ (company name), certify that I have read the Appendix A2 –Professional Services - DBE Participation Plan and Affirmation Statement and the information contained in it is true. I fully understand that any false statement within this submittal may prevent the company and/or the undersigned from being found to be responsible Bidders/Proposers in connection with future agreements. In addition, any false statement within this submittal may subject the company and/or the undersigned to criminal charges in the state and federal courts of New York and New Jersey.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please Note: Only 60% of the expenditure to a DBE material supplier will be counted toward the DBE goal. Please show calculation above. Example: \$100,000 x 60% = \$60,000 estimated DBE dollar value of work. Plan cannot be accepted without calculation.

**Officer of Proposer must have ACKNOWLEDGEMENT BY NOTARY PUBLIC completed on the reverse side.**

**ACKNOWLEDGMENT BY NOTARY PUBLIC**

**APPENDIX A2 – PROFESSIONAL, TECHNICAL AND ADVISORY SERVICES  
DBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT (reverse)**

STATE OF \_\_\_\_\_)

S.S.:

COUNTY OF \_\_\_\_\_)

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20 , before me, the above undersigned, personally appeared \_\_\_\_\_, the \_\_\_\_\_, of \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity.

Name of Notary (print) \_\_\_\_\_

(Affix Notary Stamp Here)

My Commission Expires \_\_\_\_\_

(Notary Signature)

\_\_\_\_\_  
(Date)