

September 7, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR INDEFINITE QUANTITY CONTRACTS (IQCs) FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES ON AN “AS-NEEDED” BASIS FOR FEDERALLY FUNDED PROJECTS DURING 2018 THROUGH 2022 – RFP NO. 54313 – 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 August 23, 2018.

- 1) On page 5 of the RFP letter, delete the 3rd and 4th sentence in paragraph 1 of Section III G-management approach.
- 2) Delete Attachment G-2 and replace it with Attachment G-2 dated 9/6/18.
- 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: The pricing template does not appear to be part of this RFP.

Answer 1: Refer to Section V, entitled “Selection Process” in the RFP letter. A cost proposal is not a submission requirement for the Master Agreement(s).

Question 2: Attachment G-1 (Proposer Requirements A for firm experience), and G-2 (Proposer Requirements B for staff) are the **same**. G-2 Will G-2 be replaced to reflect “staff” experience.

Answer 2: Attachment G-2 has been revised to reflect the staff experience requirements for at least 10 program / project management professionals. Please see Attachment G-2 dated 9/6/18.

Question 3: For the requirement noted below, are these professionals required to be on staff at the time of proposal submission?

“Firms must have at least ten (10) program/project management professionals on staff, who have demonstrated experience performing program/project management services in similar regional areas.”

Answer 3: Yes

Question 4: If our firm is a certified M/W/DBE, as a prime, are we required to provide additional M/W/DBE participation?

Answer 4:

- For agreements 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 agreements 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
- For agreements with DBE goal: The Consultant (if DBE certified) is awarded the Agreement, the DBE goals shall be deemed to have been met. – Refer to ATTACHMENT D – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Question 5: Attachment D1 references M/WBE participation goals. Since this project is federally funded, should there only be DBE goals, or do M/WBE goals also apply?

Answer 5: Refer to the sample Agreement, clauses 26, Disadvantaged Business Enterprise and 26 A, Minority Business Enterprises and Women-Owned Business Enterprises. Each individual Task Order is subject to a DBE or M/WBE goal based on the type of funding anticipated for the project.

Question 6: Is the satisfaction of participation goals measured for each task order separately or is it aggregate participation for all DBE task orders and aggregate participation for all M/W/DBE task orders?

Answer 6: Separately.

Question 7: The Authority expressed the importance of continuity for key staff members. Will the Authority entertain annual increases for staff?

Answer 7: Refer to the sample Agreement, Clause 10.B.2,

Question 8: Is this procurement intended to provide facility-based full-service project management or is it more likely that it will be used to provide staff augmentation?

Answer 8: Staff augmentation. See Attachment A for the Scope of Work.

Question 9: Will the consultant be required to approve shop drawings or other submittals or only to provide recommendations and coordination of submittals?

Answer 9: No. See Attachment A for the Scope of Work.

Question 10: Will the consultant be required to provide construction inspection or quality control?

Answer 10: No. See Attachment A for the Scope of Work.

Question 11: Paragraph G-Management Approach discusses completion dates contained in Attachment A. What are those completion dates?

Answer 11: Refer to item 1 above.

Question 12: Proposer Requirement B calls for “Firms must have at least ten (10) program/project management professionals on staff, who have demonstrated experience performing program/project management services in similar regional areas.” Is Attachment G-2 the correct form to fill out for this requirement, or is there a different form available given the requirement?

Answer 12: Refer to response to Question 2.

Question 13: If the prime contractor is an MBE, can it use its own MBE status towards the project’s overall goals?

Answer 13: Refer to response to Question 4.

Question 14: Attachment G-2 Proposer Requirements-B asks for 10 program/project management professionals but the form is the same as Attachment G-1, which asks about client names, contract dates, and scope of work. Will you be sending out a revised Attachment G-2 form to reflect staff information or can I modify the current one to fit the request?

Answer 14: Refer to response to Question 2.

If you have any questions, please contact Mr. Thomas Lal, Sr. Contract Specialist, at TLAL@panynj.gov

Sincerely,

Joann Spirito
Manager, Federal Procurement & Compliance
Procurement Department

Attachment G-2 (revised 9/6/18)

Proposer Requirements B

Firms must have at least ten (10) program/project management professionals on staff, who have demonstrated experience performing program/project management services in similar regional areas.

* Note - Duplicate form as necessary *

Reference RFP Section I – Proposer Requirements

If Proposer is a common law joint venture, specify which entity's experience is being cited below to satisfy Requirements B.

Staff Name and Title	
Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Brief description of Scope of work	
Client Contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Staff Name and Title	
Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Brief description of Scope of work	
Client Contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Staff Name and Title	
Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Brief description of Scope of work	
Client Contact Name / Title	

Note – Client Contact must be employee of Company

Client Contact Email Address	
Client Contact Phone Number	

Staff Name and Title	
Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
Brief description of Scope of work	
Client Contact Name / Title	
Client Contact Email Address	
Client Contact Phone Number	

Staff Name and Title	
Client Name/ Contracting Entity	
Contract Start Date	
Contract End Date	
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