

November 16, 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 #2**

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) 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:** Under Proposer Requirements B. minimum of 10 completed Aeronautical Aprons, Runways & Taxiway Projects as a Prime. Would the Port Authority consider reducing the amount of projects or allow the prime to include other similar experience as a prime?

**Answer 1:** No, the Proposer must meet the minimum requirements of completing 10 Aeronautical Aprons, Runways and Taxiway projects.

**Question 2:** Can experience as subconsultant and subconsultant be included as part of the 10 projects?

**Answer 2:** No, the experience has to be experience as the prime.

**Question 3:** We were wondering if the Principal-in-Charge for this contract must be licensed in both New Jersey and New York or is the Authority looking for us to list the Principals of the firm, whether proposed or not, as part of the Proposer Requirement?

**Answer 3:** The requirement for licensure in New York and New Jersey can be met by multiple persons. i.e. – 1 principal for New York and 1 principal for New Jersey. List the Principals of the firm, whether proposed or not. Refer to section I – B Proposer Requirements in the RFP Letter.

**Question 4:** Do the subconsultants need to fill out Attachment E: Sample Staffing Plan

**Answer 4:** No. This form is to be filled out by the prime.

**Question 5:** Do the subconsultants need to fill out Attachment G: Proposer Requirements

**Answer 5:** No. This form is to be filled out by the prime.

**Question 6:** Do the subconsultants need to fill out all applicable federal forms

**Answer 6:** Yes. Proposers should see the RFP letter, Section N, entitled “Federal Submission Requirements” for information about which certifications and forms must be submitted with the proposals, and by whom. Exhibit I contains more detailed information.

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