

November 16, 2018

**SUBJECT: INDEFINITE QUANTITY CONTRACT FOR PERFORMANCE OF EXPERT PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES FOR MULTI-DISCIPLINE FEDERALLY FUNDED PROJECTS (ELECTRICAL/ MECHANICAL LEAD) AS REQUESTED DURING 2019 THROUGH 2022 RFP # 53265 - ADDENDUM # 3**

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) Please note the date for receipt of proposals for the subject RFP has been changed to 2:00 P.M. on December 13, 2018.**
- 2) Delete Attachment G1 for Proposer Requirement A and replace with new Attachment G1 for Proposer Requirement A, revised 11/15/18.
- 3) Delete Attachment G1 for Proposer Requirement C and replace with new Attachment G1 for Proposer Requirement C, revised 11/15/18.
- 4) Delete Attachment G1 for Proposer Requirement D and replace with new Attachment G1 for Proposer Requirement D, revised 11/15/18.
- 5) In Section I – PROPOSER REQUIREMENTS – Delete Proposer Requirement C and replace with new Proposer Requirement C below.

“Firms shall have a minimum of ten (10) engineers with experience in each of the following areas of engineering: five (5) for Electrical Engineering and five (5) for Mechanical Engineering, as well as professional staff familiar with all design disciplines.”

- 6) 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:** 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 1:** 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 2:** In our response to section H Financial Information, item 3 Statement of Work, can we submit only projects or do proposals have to be included as well?

**Answer 2:** Refer to Section III, item H (3) - which states “including any work on which a bid and/or Proposal has been submitted”.

**Question 3:** Regarding Attachment G-1, Proposer Requirements C and Requirements D, please clarify what information you are looking for is the section “Brief description of Scope of work” for the individuals listed. Do resumes need to be provided for the individuals listed on the forms if they are not listed as “key staff”?

**Answer 3:** Forms G1 for Proposal Requirements C and D have been revised under this Addendum. Resumes are only required for key personnel at this time.

**Question 4:** Please clarify which of the following forms need to be submitted by the subconsultants:

- a. FTA Submission Requirements (Exhibit IA)
  - i. CERTIFICATION REGARDING LOBBYING PURSUANT TO 31 U.S.C. 1352.
  - ii. STANDARD FORM LLL - DISCLOSURE OF LOBBYING ACTIVITIES
  - iii. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS
- b. FEMA Submission Requirements (Exhibit IB)
  - i. CERTIFICATION REGARDING LOBBYING PURSUANT TO 31 U.S.C. 1352.
  - ii. STANDARD FORM LLL - DISCLOSURE OF LOBBYING ACTIVITIES
  - iii. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS
- c. FHWA Submission Requirements (Exhibit IC)
  - i. Appendix 2 -Non-Collusion Affidavit.
  - ii. Appendix 4 - CERTIFICATION REGARDING LOBBYING PURSUANT TO 31 U.S.C. 1352.
  - iii. STANDARD FORM LLL - DISCLOSURE OF LOBBYING ACTIVITIES
  - iv. Appendix 5 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

**Answer 4:** Proposers should see the RFP letter, Section III, item N, entitled “Federal Submission Requirements” for information about which certifications and forms must be submitted with the proposals, and by whom.

Exhibits IA, IB & IC contain more detailed information.

In addition to the forms that need to be submitted by both Consultants and their subconsultants/subcontractors, several of the certifications require Consultants to include provisions in their subcontracts, and obtain certifications from their contractors, and in that case the Proposer should submit such forms/certifications from their known subconsultants/subcontractors at the time of proposal submission.

**Question 5:** Considering that a number of RFPs have been recently issued by the Authority and the upcoming Thanksgiving holiday, we respectfully request an extension until December 14, so that we may better respond to the information requested.

**Answer 5:** See item 1) above.

**Question 6:** Are subconsultants required to submit the M/W/DBE forms at this time?

**Answer 6:** No

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

**Attachment G-1 Revised 11/15/18**

**Proposer Requirements 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 a similar regional area for all stages of projects, from planning through design and construction.

\* 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 A.**

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

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

<b>Client Name/ Contracting Entity</b>	
<b>Contract Start Date</b>	
<b>Contract End Date</b>	
<b>Brief description of Scope of work</b>	
<b>Client Contact Name / Title</b>	
<b>Client Contact Email Address</b>	

Note – Client Contact must be employee of Company

<b>Client Contact Phone Number</b>	
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<b>Client Name/ Contracting Entity</b>	
<b>Contract Start Date</b>	
<b>Contract End Date</b>	
<b>Brief description of Scope of work</b>	
<b>Client Contact Name / Title</b>	
<b>Client Contact Email Address</b>	
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Note – Client Contact must be employee of Company

**Attachment G-1 – Revised 11/15/18**

**Proposer Requirements C**

**Firms shall have a minimum of ten (10) engineers with experience in each of the following areas of engineering: five (5) for Electrical Engineering and five (5) for Mechanical Engineering, as well as professional staff familiar with all design disciplines.”**

\* 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 C.**

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

Note – Client Contact must be employee of Company

**Attachment G-1 – Revised 11/15/18**

**Proposer Requirements D**

**Firms must have a minimum of five (5) engineers/designers proficient in AutoCAD/BIM/REVIT**

\* 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 D.**

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

<b>Employee Name</b>	
<b>Discipline</b>	
<b>Brief description of experience</b>	

Note – Client Contact must be employee of Company